

## **LAND RECORDS TECHNICIAN II**

### **JOB PURPOSE AND SUMMARY**

This position performs the full range of process work associated with land records, land segregation, and parcel changes and serves as a contact for customers (citizens, developers, etc.) regarding these technical issues. Employees in this classification perform a wide variety of advanced and complex technical process work, including interpreting, researching and drafting legal descriptions, providing customers with parcel maps and information on parcel ownership, and segregating parcels. The work entails both routine and complex tasks and requires application of advanced knowledge of legal descriptions and documents, cadastral principles and terminology, and problem solving. Much of the work is performed on computer and, at this level, requires proficiency in the use of related computer applications, including ArcView and ARC/INFO. Customer service is a key focus and is foundational for all technical work and processes. Customer contact occurs primarily by phone, but also involves in-person and mail requests.

Work is performed independently and under general direction, according to standard formats and processes. Requires significant knowledge of legal descriptions and documents, cadastral principles and terminology, and problem solving. Work performed at this level is reviewed periodically for quality, thoroughness, timeliness, accuracy and conformance to established policies and procedures, and, when appropriate, for attitude and effectiveness in dealing with others. Work assignments are made and reviewed by the leadworker or manager.

An employee in this classification may assist in the training of other division staff.

### **CLASSIFICATION DISTINCTIONS**

This is the journey level in the Land Records Technician job family. It is distinguished from the entry level in that incumbents at this level are expected to possess and apply all requisite knowledge, skills and abilities to address nearly the full range of land records and segregation processes and procedures with minimal supervision and/or assistance. Incumbents usually receive assistance only on very complex or sensitive issues.

Work at this level requires extensive technical knowledge of land records and segregation processes. Incumbents use significant judgment in accomplishing the work. Resultant products affect the accuracy, reliability, or acceptability of the department's overall services. Incumbents are also expected to possess and apply substantial skill, judgment and tact in addressing customer service concerns and to be proficient in the use of related computerized applications (such as Arc/Info). Employees must be able to explain technical processes and information to customers in non-technical terms, and to use active listening techniques to verify customer questions and requests.

The Land Records Technician II is alternately staffed with the Land Record Technician I level. Incumbents at the entry level are eligible for promotion to the Technician II level with manager approval when they demonstrate possession of the knowledge, skills, and abilities to perform the higher level work and when they successfully pass the written examination for this level.

**KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

- Reads, interprets and researches complicated legal descriptions and documents as they relate to chain of title. Drafts legal descriptions. Prepares drafts of ownership and lot boundary changes. Processes documentation to show new and altered land transactions.
- Processes inquires or service requests from the public, appraisers and other persons regarding lot size, acreage ownership, legal descriptions, etc. Examines deeds, contracts, court decisions, appraisers notes, maps aerial photography, surveys, etc for this purpose.
- Addresses customer requests and inquiries on most parcel-related issues, including mapping issues, tidelands, leases, BPA easements and segregation procedures and policies.
- Answers questions on parcel data and segregation procedures. Responds to State, County, and private agency questions on land segregation. Performs parcel segregations.
- Researches and accomplishes land transactions, entering parcel change information into the system. Investigates property history, interprets legal descriptions, and calculates acreage and square footage using applications, as well as manually.
- Examines a variety of map data such as photography, road plans and utility maps as they relate to determining parcel location. Computes acreage and square footage using cartographic methods.
- Review preliminary plats and process complex segregations such as subdivisions.
- Uses related computer applications in accomplishing the work, including ARC/INFO.

**QUALIFICATIONS****Education and Experience:**

Three to four years experience researching, interpreting and drafting legal descriptions. Two years of college level education in land records management, surveying, or a related field is helpful and may substitute for a portion of the required experience.

Any combination of training and experience that would provide the required knowledge, skills and abilities will be considered.

**Knowledge of . . .** legal descriptions pertaining to land ownership, research methods to determine right of way and ownership history (Chain of Title), principles of geographic mapping and cartography, and mathematics, effective methods and principles of customer service and problem-solving.

**Ability to . . .** read, understand and work with legal descriptions and interpret legal documents; understand and respond to mapping requests from the public; learn and keep updated on technical processes and trends associated with the work, learn and use related computer programs including ArcView and ARC/INFO, and establish and maintain working relationships with employees and the public.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

Work is performed primarily in an office setting while sitting at a desk, returning phone calls, processing information on the computer. Customer interaction may also occur at the customer service counter/area, requiring some standing. Incumbents retrieve information from remote file locations, necessitating walking. Incumbents must listen, speak, read and interpret information from written or printed sources and on the computer. The incumbent spends a significant amount of that time retrieving information from the computer, requiring repetitive motion of the hand and wrist, and retrieving information from remote file locations, requiring walking, climbing stairs, bending, crouching, reaching and lifting files and objects up to 24 pounds in weight.

Office Use: 04/29/02