

ABSTRACT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of difficult clerical tasks involving the exercise of independent judgment and the general understanding of specific laws, rules, procedures, and policies necessary in performing abstract work. The work is performed under general supervision of the County Clerk.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Searches deeds, mortgages, releases, wills, judgments, liens, foreclosure proceedings, tax sales, and other records to identify persons or entities who have interest in properties to be included on county tax sales;

Corresponds to provide a notice of tax sale to persons or entities who have interest in properties included in tax sales;

Indexes mortgages, assignments, releases, deeds, and a variety of other legal records or documents filed in the County Clerk's Office;

Checks satisfactions of mortgages for cancellation by County Clerk, mail certificates, and performs other necessary clerical work relating to mortgage cancellations;

Obtains files for lawyers and title searchers;

Processes and indexes all papers and documents filed for civil or criminal court actions;

May be required to perform routine typing duties;

May issue licenses or other documents distributed by the County Clerk's Office.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of methods and procedures used in searching property titles; working

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knowledge of the methods and practices used in the indexing of legal instruments; working knowledge of office terminology, procedures, and equipment; ability to understand and carry out oral and written instructions; ability to distinguish between sets of words, letters, and/or numbers which may be similar; ability to use written directions to code and decode information accurately; ability to combine and organize information into tables and records; ability to type from clear copy or rough draft at a reasonable rate of speed; clerical aptitude; mental alertness; accuracy; good judgment; and integrity.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- (A) Two (2) years of experience in which the primary responsibility was the searching of titles to real property; or
- (B) One (1) year of experience in which the primary responsibility was the searching of titles to Real Property **AND** one (1) year of experience as a licensed real estate broker **OR** one (1) year of experience in land surveying.

NOTE: At least 50% of work time must have been spent in searching of titles to real estate.