City of Chesapeake	Class Title: Title Clerk I

Job Class Code: 1100	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 6

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to maintain the City's real estate title and tax records. The class is responsible for setting up new plats, City easements and R/W takes, land and title research, and customer service. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS
• Converts subdivision and condominium plats and deed splits into new taxable parcels for tax purposes.
• Performs extensive land and title research for the Real Estate Assessor's Office.
• Assigns and maintains map and parcel numbers for preliminary and subdivision plats.
• Plots and calculates acreage of old subdivision plats/deeds utilizing computer software.
• Assists owners, paralegals, surveyors, lawyers, and appraisers with questions and information related to property in Chesapeake.
• Accumulates and researches data needed to convey property through deeds, wills, list of heirs, and death certificates.
• Analyzes and makes necessary changes per State highway plats and City easements.
• Reviews and updates land files using acreage, square footage, lot dimensions, land values, and descriptions.
• Files and maintains unrecorded and recorded information on State highway plats, City easements, and subdivision plats.
• Indicates and advises draftsperson of alterations reflecting changes to the map.
• Creates and updates reports through the application system on all preliminary and subdivision plats.
• Researches special projects as required.
• Performs other related duties as assigned.

GENERAL STANDARDS	
Data Involvement	Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan.
Interpersonal/People Involvement	Speaks or signals to people to convey or exchange information.
Reasoning Requirements	Performs semi-routine work solving occasional problems.
Mathematical Requirements	Uses basic algebra involving variables and formulas, basic geometry involving plane and solid figures, circumferences, areas, and volumes; computes ratios, rates, and percents.
Language Requirements	Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completes routine job forms and incident reports, speaks routine sentences using proper grammar.
Mental Requirements	Performs clerical and technical tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgment with obvious choices; requires normal attention for accurate results.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, coworkers, and others who depend on the service or product.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS	
Vocational/Educational Requirement	Requires any combination of education and experience equivalent to an associate's degree in paralegal, real estate principles, or a closely related field.

Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of three months of related, full-time equivalent experience.
Special Certifications and Licenses	None.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS
The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 07/27/2020