

Job Class Code: 1101	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 6

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise staff and maintain the City’s real estate title and tax records. The class is responsible for staff supervision, setting up new plats, City and State R/W and easements, 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

- Accumulates and researches data needed to convey property ownership through deeds, wills, list of heirs, and death certificates.
- Supervises staff including assigning work, completing periodic job evaluations, and approving leave.
- Performs extensive land and title research for the Real Estate Assessor’s Office and other departments.
- Assigns and maintains map and parcel numbers for preliminary and subdivision plats.
- Plots and calculates acreage of old subdivision plats/deeds utilizing computer software.
- Converts subdivision and condominium plats and deed splits into new parcels for tax purposes.
- Analyzes land and title information and makes necessary changes per State highway deeds and plats and City R/W and easements.
- Reviews and updates land files using acreage, square footage, lot dimensions, zoning, land values, and legal descriptions.
- Files and maintains unrecorded and recorded information on State highway and City plats and deeds.
- Indicates and advises GIS Specialist of alterations reflecting changes to the map.
- Assists property owners, paralegals, surveyors, lawyers, real estate agents, and appraisers with questions and information related to property in Chesapeake.
- Creates and updates reports through the application system on all preliminary and subdivision plats.
- Researches special projects as required.
- Maintains owner addresses and historical information of real estate within the City.
- Maintains records of transactions processed; prepares and sends periodic reports to City Assessor, Treasurer, and other City departments.
- Prepares tax allocations on deleted parcels for City Treasurer.
- Attends or conducts staff and other professional meetings to exchange information.
- 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	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
Reasoning Requirements	Performs semi-skilled work involving set procedures but solves frequent 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 technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters; speaks compound sentences using normal grammar and word form.
Mental Requirements	Performs specialized technical or entry level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
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 six 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.