

NO RTEC JOB SPECIFIC SKILLS COMPETENCY

TITLE SEARCHER

DOT: 209.367-046 O*NET-SOC: 23-2093.01 SVP 5

Job Description: Compiles list of mortgages, deeds, contracts, judgments, and other instruments pertaining to title, by searching public and private records of real estate or title insurance companies. Physical Demands - Sedentary w/light lifting, carrying, or moving (up to 20 lbs) ; General Educational Development - R3 M1 L3; Aptitudes - Average General Learning Ability, Verbal, Numerical - Above Average Clerical Perception.

CORE SKILL COMPETENCIES/INDICATORS:

1. Can demonstrate understanding of relevant industry specific terminology such as lot book, deed of ownership, tax code, parcel number, title insurance, mortgage, title binder, etc. (IN, S)
2. Can identify basic real estate procedures and regulations. (IN, S)
3. Can identify research and data collection procedures commonly utilized in the industry. (R, IN, S, T)
4. Can demonstrate ability to locate specific property documents using various indices and systems, including microfiche. (R, IN, S, T)
5. Can demonstrate ability to consistently examine and compare detailed documents for accuracy. (IN, S)
6. Can demonstrate ability to read and interpret search requests to ascertain type of title evidence required, and obtain description of property and names of involved parties. (R, IN, S)
7. Can demonstrate ability to compare legal description of property with legal description contained in records and indices to verify such factors as deed of ownership, tax code and parcel number, and description of property's boundaries. (IN, S)
8. Can demonstrate proper procedure used to requisition maps or drawings delineating property from company title plant, county surveyor, or assessor's office. (R, IN, S)
9. Can demonstrate ability to compile list of transactions pertaining to property, using legal description or name of owner to search lot books, geographic and general indices, or assessor's roles. (R, IN, S)
10. Can demonstrate ability to examine title to determine if there are restrictions which would limit use of property. (IN, S)
11. Can demonstrate ability to prepare report listing restrictions and indicating action needed for clear title. (IN, S)
12. Can demonstrate ability to use computerized systems to retrieve additional documentation needed to complete real estate transactions. (R, IN, S, T)
13. Can demonstrate ability to confer with realtors, lending institution personnel, buyers, sellers, and courthouse personnel to obtain additional information. (IN, I, S)
14. Can demonstrate proper technique used to compile information and documents required for title binder. (R, IN, S,)
15. Can demonstrate ability to retrieve and examine closing files for accuracy and to ensure that information included is recorded and executed according to regulations. (IN, S)
16. Can demonstrate ability to prepare a title commitment and final policy of title insurance. (R, IN, S)
17. Can demonstrate ability to prepare a closing statement. (R, IN, S)
18. Can demonstrate ability to work independently to complete assignments/responsibilities. (R, I)
19. Can demonstrate ability to communicate orally and in writing. (IN, I, S)
20. Can demonstrate ability to work under stress to meet schedule deadlines. (R, I)