

LAND MANAGEMENT SPECIALIST I

Department: Assessor
Classification: Competitive
Specification Number: 1350
Approved: 12/6/23
Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Graduation from a standard senior high school or possession of a high school equivalency diploma, and two (2) years of experience in the appraisal, purchase, sale, acquisition, title search or management of real property.

NOTE: Relevant additional education beyond high school from a college with federally-authorized accreditation or registration by NY State may be substituted for experience on a year-for-year basis.

****Possession of a New York State Real Estate Broker's license will substitute for one (1) year of the above experience.**

DISTINGUISHING FEATURES OF THE CLASS

An employee in this title performs both technical office work in searching for titles and field work in making property inspections for inventory and other purposes, such as real property appraisals. The incumbent is responsible for making accurate and up-to-date examinations of the ownership of property to be acquired or disposed of by the Town. Office work is clerical in nature, but requires considerable knowledge of the documents, procedures, laws and offices involved in recording the ownership and transference of real property. Duties are performed with some technical independence involving the exercise of independent judgment. Work is performed under the direct supervision of a technical supervisor who reviews searches for completeness and accuracy and is available for advice on difficult problems. Does related work as required.

TYPICAL WORK ACTIVITIES

Examines titles of property ownership within the Town by reference to libers, abstracts of title searches, tax records, tax sales records, tax maps and court records;

Obtains and examines prints of filed maps, parcels and block sheets;

Locates and supplies description of property under consideration;

Prepares title searches on findings resulting from inspections and examinations of public records relating to title searches;

May assist in the acquisition of data for the preparation of real property appraisals;

Assists in the rental, auction, sale or redemption of Town property;

Inspects property in the field for inventory and other purposes.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Working knowledge of legal documents relating to the ownership of real property; working knowledge of legal terminology relating to the ownership of real property; working knowledge of tax laws, legal records and administrative procedures relating to property transfer; working knowledge of the methods, procedures, techniques and terminology used in the preparation of real property appraisals; ability to read topographic maps; ability to search for abstract data in public records; ability to prepare and submit detailed title reports; physical condition commensurate with the demands of the position.