



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

TITLE EXAMINERS, ABSTRACTORS, AND SEARCHERS

Class Title	Class Code	Pay Band	Alt Pay Band*
Title Examiners, Abstractors, and Srch-B	H2093B	45	
Title Examiners, Abstractors, and Srch-O	H2093O	50	
Title Examiners, Abstractors, and Srch-A	H2093A	55	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Search real estate records, examine titles, or summarize pertinent legal or insurance details for a variety of purposes. May compile lists of mortgages, contracts, and other instruments pertaining to titles by searching public and private records for law firms, real estate agencies, or title insurance companies.

Nature of Work

Title Examiners search, analyze and evaluate public records and examine titles to determine the legal state of the property. They verify the property is free of restrictions that may affect the sale or use of the property. Title Examiners prepare and issue policies that guarantee the legality of a title. The findings are used to issue title insurances, grant mortgage loans, acquire rights of way, and aid in the preparation of official descriptions of the property.

Abstractors summarize pertinent legal or insurance details or sections of statutes or case law from reference books for purpose of examination, proof, or ready reference. Search out titles to determine if title deed is correct.

Title searchers compile lists of supportive documents such as mortgages, deeds, contracts, judgments, and other instruments pertaining to a specific title. These searches are done by searching public and private records of real estate or title insurance companies.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role assist and/or are trained in the research, examination, and review of property title documents and instruments for the purpose of learning and acquiring title searching, abstracting, or appraisal skill.
- Employees may also assist in determining and verifying appropriate ownership and/or status affecting property tax deeds, right of way acquisitions, leaseholds, or state-owned property control operations.

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Recommended Education and Experience for Full Performance

High school diploma or GED and two (2) years of work experience in title searching and/or abstracting.

Minimum Qualifications

High School diploma or GED and six (6) months of work experience in office administration.

Operational

- Employees in this Role research; examine and interpret property documents and instruments to determine, verify, and report appropriate ownership and/or status of property affecting tax deeds, right of way acquisitions, leaseholds, or state-owned property control operations.
- Employees also provide extensive research, examination, and determination of more complex and/or a wide variety of title documents and instruments for verification of property ownership.

Recommended Education and Experience for Full Performance

Associate's Degree in English or Mathematics and two (2) years of work experience in title searching and/or abstracting.

Minimum Qualifications

High School diploma or GED and one (1) year of work experience in office administration.

Advanced

- Employees in this Role perform advanced technical and complex research, examination, and determination of property titles.
- Employees provide extensive technical and complex research, analysis, and review of work; determine ownership and/or status of property which involves, planning, developing, and implementing the process and operation of title examination activities; perform final review of all pertinent documents.

Recommended Education and Experience for Full Performance

Associate's Degree in English or Mathematics and four (4) years work experience in title searching and/or abstracting

Minimum Qualifications

High School diploma or GED and two (2) years of work experience in office administration.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

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English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Geography — Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.

Skills

Speaking — Talking to others to convey information effectively.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Time Management — Managing one's own time and the time of others.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Coordination — Adjusting actions in relation to others' actions.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001

Revised: 9/20/2011

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Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.