NEW

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Title Agent 1	CODE: 84551C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under close supervision from higher-level supervisor or administrator, receives training & assists in conducting research of county records to establish complete & accurate title chain for property being purchased for state use or being processed for sale by state, prepares drawings of properties showing location of existing topography & adjoining properties & assists supervisor in preparing parcels for negotiation, in reviewing contracts &/or instruments &/or in resolving problems or initiating necessary corrections;

PERFORMS RELATED DUTIES AS REQUI

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	60-80	Receives training & assists in research of documents to insure legal property ownership prior to acquisition & travels to various county court houses to conduct extensive research of county records to establish complete & accurate title chain of property being purchased for state use or being processed for sale by state (e.g., compiles information on mortgages, outsales, leases, rights of way, mineral severences; gathers tax & assessment information; verifies recorded liens or encumbrances).	Knowledge of (1) agency, state &/or federal statutes, rules, regulations, policies &/or procedures applicable to real estate administration & resource development*, (2) public relations; ability to (3) interpret variety of instructions in written, oral, picture or schedule form, (4) calculate fractions, decimals & percentages, (5) complete routine forms, (6) gather, collate & classify information about data, people or things (7) cooperate with co-workers on group projects.
2	10-30	Assists departmental personnel with title agent problems (e.g., boundry disputes, encroachments, land trades, clearing title defects, mineral ownership/lease issues); prepares drawings of properties showing location of roads, streets, land marks & adjoining properties; assists supervisor in preparing parcels for negotiation & in reviewing & preparing contracts, forms &/or applications.	Knowledge of 1*; ability to 3, 5, 6, 7.

(119)

123.1-7-7

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (including license, if any.)	TRAINING & DEVELOPMENT:
May be required to travel.	Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 300 hrs. training in public relations (or 3 mos. exp.); or equivalent.	On-job-training.

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	5-15	Performs research & investigation as assigned; meets with surveyors, engineers, county & municipal officials &/or property owners to determine ownership; maintains effective public relations with county officers, auditors, treasurers &/or commissioners &/or general public.	Knowledge of 1*, 2; ability to 5, 6, (8) handle sensitive inquiries from & contacts with officials & general public.

(1192)

123.1-7-17

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UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

TRAINING & DEVELOPMENT:

FORM ADM-4134

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