STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	**CLASSIFICATION SERIES**: Title Agent	**SERIES NO.**: 8455
	MAJOR AGENCIES: Natural Resources	**EFFECTIVE DATE**:

SERIES PURPOSE:
The purpose of the title agent occupation is to act as closing agent for property transactions.

Note: This classification shall not be used to allocate positions in the Ohio Department of Transportation. See Realty Specialist, 8452 series.

CLASS TITLE:
Title Agent

CLASS NUMBER:
84551

EFFECTIVE DATE:
05/14/1995

CLASS CONCEPT:
The full performance level class works under general direction & requires considerable knowledge of title research procedures in order to act as closing agent for property transactions.

CLASS TITLE:	**CLASS NUMBER**:	**BARGAINING UNIT**:
Title Agent	84551	14

EFFECTIVE DATE:
05/14/1995

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)
Acts as closing agent for property transactions (e.g., reviews title report to ensure clear title for 42 years or to good deed of warranty; reviews tax maps & right of way plans to ensure accurate meter & bounds description; assembles & prepares completed title reports & provides copies to appraisers & engineers; assists negotiations with problems; reviews & updates title reports in event of appropriation proceedings; reviews completed acquisition packages & maintains holding file until deeds are recorded & returned).

Prepares tax exempt forms & submits to county auditor & maintains records of aproved forms.

Conducts title searches in court house for involved title or tax exemption problems.

MAJOR WORKER CHARACTERISTICS:
Knowledge of public relations; property title research procedures; addition, subtraction, multiplication & division. Ability to define problems, collect data, establish facts & draw valid conclusions; proofread technical materials, recognize errors & make corrections; gather, collate & classify information about data, people or things.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Formal education in arithmetic that includes addition, subtraction, multiplication & division & in reading, writing & speaking common English vocabulary; 9 mos. trg. or 9 mos. exp. in property title research procedures; 3 mos. trg. or 3 mos. exp. in public relations.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:
Not applicable.

UNUSUAL WORKING CONDITIONS:
Not applicable.