

County of Northumberland
POSITION DESCRIPTION FORM

Position Title PROPERTY RECORD REGISTRAR

Department(s): ASSESSMENT

Reports To: Chief Assessor
(Title) and/or Director

Effective Date: __/__/____

Revision Date: 07/03/2017

Wage Category: Non-exempt

EEO-1
Category: Non-supervisory

Union
Classification: Grade J

POSITION SUMMARY:

The Property Record Registrar is responsible for the maintenance and update of county assessment property records, county maps, and assessed value reports, including but not limited to making corrections and changes in accordance with general ownership information, real estate transfers, and preparing/producing related transfer and agency request distribution lists or reports, (i.e State Tax Equalization Board/Taxation Equalization Division, Realtors, various Authorities, etc.).

POSITION RESPONSIBILITIES:

Essential Functions

Daily discovery of deeds and surveys utilizing the Recorder of Deeds' LANDEX system, print out and manually prepare for the maintenance of property records by highlighting pertinent substantiating information.

In addition to plotting the deed's legal description against the parcel's land description, compare and corroborate various deed informational components with existing parcel data; verify property locations, acreages of parcels, and check deed's recital and affidavit, etc.

Make all necessary changes to the assessment records, (property record card, and TMS /Transaction Management System card), county maps as needed, and update the computer program to keep all relative data, (ownership and physical description, etc.), current.

Maintain a deed summary listing for verification of missed deeds that have been back-recorded and not reflected on the original daily generated LANDEX report.

Assist the public, surveyors, lawyers, and various other customers, with parcel and/or assessment related concerns, or questions pertaining to existing and proposed parcels, county maps, or legal descriptions in accordance to property records, including retrieval, copying, and/or faxing of property record cards, county maps, etc.

Compile monthly report of transfers and transfer values as required for filing with commissioner's office, state offices, or other requesting government entities, and as well assemble monthly reports for distribution to requesting parties, tax collectors, and also make copies available for public viewing in the Assessment Office.

Assist other county entities with aligning property information for emergency management, (i.e. parcel location in reference to roads, updated address data).

Work under the direct supervision of the Chief Assessor and perform any other duties as assigned by the Chief Assessor, and/or Director.

Non-Essential Functions

None

MINIMUM EDUCATION AND EXPERIENCE

High school diploma, or G.E.D. equivalent with some training or experience in drafting or technical drawing. Two year degree or advanced training in drafting, technical drawing, and surveying preferred, but not required.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

Basic knowledge of Microsoft office program products.

Ability to independently research legal documents and surveys.

Working knowledge of legal descriptions and their correlation to mapping and the plotting of parcels.

Basic knowledge of drafting techniques, including the use of mapping software such as "Net Deed Plotter" software for plotting survey coordinates.

Familiarity with database maintenance.

WORKING ENVIRONMENT:

Works in a normal office environment.

PHYSICAL DEMANDS:

Work involves walking, talking, hearing, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. The employee must occasionally lift and/or move up to ten (10) pounds a distance of fifteen (15) feet.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.