

## JOB DESCRIPTION

**Job Title:** Title Examiner  
**Reports To:** Right of Way Manager  
**FLSA Status:** Non-Exempt  
**Department:** Engineering  
**Date:** September 14th, 2024

**Starting Salary: 49,933**

### Summary:

Search real estate records, examine titles, and summarize pertinent legal and insurance documents for the purpose of obtaining easements for capital improvement projects, relocation projects, line extensions, and new water meter installations.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Research real estate records (county deed records, probate records, district court records, and tax and appraisal records) online or at county clerk's office to verify titles and who should execute easements.
- 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.
- Search, analyze, and evaluate records relating to titles of homes, land, and buildings.
- Ensure that the title to the property in question has no restrictions that may prevent or hinder its sale or use.
- Examine deeds, deeds of trust, liens, judgments, easements, and plats/maps to determine ownership, encumbrances, and to verify legal descriptions of property.
- Analyze chain of title and preparation of reports outlining title-related matters.
- Examine title reports from outside abstractors.
- Determine liens and identify lien holders to be contacted for subordination agreements, or other requirements for securing interests in easements.
- Prepare Limited Title Reports setting out property description, present owner, easements and leases affecting the property, and any requirements to cure title defects.
- Render title opinion on problem areas with examination of a property.
- Verify property ownership for new meters requested is in compliance with Aqua's tariff.
- Prepare water line easement documents.
- Prepare title reports on prospective property purchased and verify the title commitments prepared by title companies.
- Update Limited Title Reports as required.
- Summarize legal or insurance documents.
- Draft legal documents for company use.
- Prepare encroachment agreements.
- Prepare reports and correspondence as required by the position.
- Review and process release of easement requests submitted to the company. If appropriate, prepare resolutions needed for the release of easements.
- Plot deeds for all projects and meter set requests if necessary.
- Perform other tasks as designated by supervisory personnel.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

Associate's degree or equivalent from a two-year college or technical school; or five (5) years related experience and/or training in title examination with at least one (1) year in abstracting; or equivalent combination of education and experience.

**Language Ability:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills:**

Word Processing, Excel, E-Mail, Database Software, Internet Software, Deed Plotting Software.

**Other Knowledge, Skills, & Abilities:**

Thorough familiarity with real estate laws, legal codes, and procedures.

**Certificates and Licenses:**

Valid State of Texas Driver's License. Notary Public is preferred, but not required.

**Supervisory Responsibilities:**

This position has no supervisory responsibilities.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles and outdoor weather conditions. The employee is frequently exposed to work near moving mechanical parts; toxic or caustic chemicals; biological hazards; risk of electrical shock and vibration. The employee is occasionally exposed to work in high, precarious places. The noise level in the work environment is usually moderate.

**Physical Demands:**

The described physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly uses hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand, walk, or sit. The employee may occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.