

Job Title	Senior Title Examiner - \$1000.00 Sign-On Incentive
Job ID	35808
Location	Real Estate
Full/Part Time	Full-Time
Regular/Temporary	Regular

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Overview

At Orange County Government, we are proud to serve the public with integrity, honesty, fairness, and professionalism. We develop innovative policies and services that impact Central Florida and shape the future of our community. We believe in hiring the very best. Our workplace experience sets us apart and makes us a great place to work. Our goal is to create an environment of exceptional organizational values, customer service standards, and employee satisfaction. Orange County Government is committed to providing equal opportunity in employment and services to all individuals.

The Division is seeking a Senior Title Examiner to be a part of the Right-of-Way Team. Together this team supports Orange County's needs by managing all real estate functions necessary to facilitate roadway, drainage, and other infrastructure improvements. This team regularly interfaces with the public. In this endeavor, this team collaborates with other Orange County divisions such as Public Works Engineering, Public Works Roads and Drainage, and the County Attorney's Office. The ideal candidate will have demonstrated success in real estate land title search and examination (including searches from earliest public records, plotting meters and bounds legal descriptions, TITF reservations, and familiarity with statutory requirements for various types of land conveyances) and be able to work both independently and in a team environment. As part of the Right of Way Team, a Senior Title Examiner will examine searches, prepare the required documents for conveyance of the necessary interests to Orange County and determine any title clearance actions needed to ensure the legal possession of required property rights on behalf of the County. Title examiners are an integral part of the workflow and provide the information and documents necessary for the completion of work assignments by the Division's acquisition and appraisal staff. The ideal candidate will meet the qualifications, have demonstrated success in real estate search and examination.

Job Description

General Functions

Performs complex technical work in the review and examination of title, legal documents, legal descriptions and condemnation suits used in the acquisition of County properties.

This position routinely exercises independent judgment in all aspects of the position, including but not limited to approval of title searches, attorney title opinions, commitments, acquisition packages and condemnation suits used in the acquisition of County properties and ensures County and legal requirements are met.

Work is performed with independence under the supervision of the Title Program Manager and is reviewed for compliance with division objectives and policies for achievement of desired results.

Representative Duties/Assignments

- Reviews and examines title, conducts research from multiple sources, identifies title defects, determines information necessary to clear title and provides explanation of title information to title examiners, acquisition agents, property owners, attorneys, and developers.
- Resolves problems in acquiring property interests by using sound judgment, knowledge of real estate practice, acquisition procedures, local, state, and federal codes.
- Collaborates and builds relationships with County and Division managers, staff, title examiners, and attorneys, as well as outside consultants, property owners, and vendors.
- Prepares and secures documents necessary to provide clear title.
- Prepare offers, counter offers, board agenda, and ordinance packages.
- Tracks all assigned projects through the Division's computer tracking system.
- Understands and has experience reviewing appraisals, title reports, and legal documents.
- Represents the Division in a professional, courteous, and competent manner.
- Research and respond to property inquiries from other County agencies, constitutional officers, and the public.
- Reviews and examines title, conducts research from multiple sources, identifies title defects, determines information necessary to clear title and provides explanation of title information to title examiners, acquisition agents, property owners, attorneys, and developers.
- Prepares and reviews instruments of conveyance and related documents for proper form, accuracy, and completeness.
- Uses advanced technical and analytical skills to retrieve information to locate owners of property who are not of record or who do not know that they may have any interest in property cited for acquisition.
- Reviews items submitted for real property acquisitions for completeness and accuracy and processes them for approval as Board of County Commissioners agenda items or under Ordinance.
- Coordinates closings with title companies and/or attorneys.
- Provides assistance as needed in complex transactional matters and special research projects.

- Performs other related duties as required.

Minimum Qualifications

Bachelor's degree from an accredited institution and five years of professional experience in title research and examination of real estate or an equivalent combination of relevant education and experience

Preferences

Project management skills.

Detail oriented, ability to plan, organize and coordinate work projects.

Confident working alongside an attorney and/or real estate agent.

In-depth understanding of contract law and basic real estate transactions.

Ability to read, interpret and analyze governmental regulations.

Strong communication skills written and verbal.

Any of the following Licenses/Certifications: Certified Title Examiner, Certified Planner, Paralegal, and/or Attorney, IRWA certification/training.

Experience in title research and examination and/or preparation and review of legal documents in advance of real property litigation, such as eminent domain, foreclosure, eviction, quiet title, etc.

Experience reading plotting and evaluating the accuracy of legal descriptions.

Experience in preparation or review of legal documents.

Experience researching and retrieving information from multiple sources, such as from: public records, Property Appraiser, Tax Collector, Clerk of the Court, Vital Statistics, court files, Orange County Law Library, Federal Bankruptcy Laws, Florida Statutes, Code of Civil Procedure, Florida Real Property Law, Probate Law, Title Law and Florida Constitutional Law.

Knowledge of and experience with word processing, spreadsheet, or presentation software including, but not limited to: Microsoft Office Suit (Word, Excel, Outlook, PowerPoint, Teams), Adobe Acrobat Pro, Deed Plotter/GIS, ATIDS and scanning software.

Strong and effective oral and written communications skills.

Application Deadline

Open Date: 10/17/2024
Close Date: 10/31/2024

This posting is subject to close without prior notice.

Salary Information

Pay Grade: 017 - From \$28.21 to \$36.66
FLSA Status: Exempt

Placement based on Education and Experience

Benefits

<ul style="list-style-type: none"> • 10 paid holidays and up to 2 floating holidays annually. • 18 days paid time off per year. • Longevity bonus based on years of service. • 6 days of paid TERM (sick) time annually. • Low-cost medical, dental, vision, additional life insurance. • Free basic life, long term disability, and employee assistance for all the family members effective on day one. • Participation in the Florida Retirement System. 	<ul style="list-style-type: none"> • Employee assistance program includes multiple free one on one sessions with licensed counselors and online tools for legal advice, financial planning, personal life balance, etc. • Free access to Wellworks gyms and Orange County Recreation Centers. • Free onsite wellness coaching, including dietician and nurse. • Tuition reimbursement program. • Earn service time to forgive student loans.
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Disclaimer: Benefits may vary for employees under collective bargaining agreements.

For more information on Benefits visit - <https://www.ocfl.net/EmploymentVolunteerism/EmployeeBenefits.aspx>

Veterans Preference

If you are claiming Veterans' Preference, you are responsible for providing the required eligibility documentation by the closing date of the posting. Please scan and upload a copy of your cover letter and supporting documents, to Orange County Human Resources Division via the secure [Box.com folder](#).

Your cover letter should include the Job ID number you are applying for, the title of the position, your full name and the last 4 digits of your social security number. *If you are a current employee returning from active military service, you may be eligible for promotion preference if the active military service qualifies for Veterans' Preference. Please note that Veterans' Preference applies only to a Veterans' first promotion after reinstatement or reemployment, without exception.

Educational Requirements

If your education was obtained in the United States, the County recognizes degrees or diplomas which are accredited by an agency recognized by the [United States Department of Education \(USDE\)](#) or the [Council for Higher Education Accreditation \(CHEA\)](#). If you have obtained education from a country other than the United States, your degree or diploma must be evaluated to determine the United States equivalency by a member of the [National Association of Credential Evaluation Service \(NACES\)](#) or the [Association of International Credentials Evaluations \(AICE\)](#) at your expense. #LI-OC1 #INDHP

Address

400 E. South St,
Orlando, FL 32801

Notes

Selected candidate will be required to successfully complete the pre-employment drug, physical and background check.

Must possess the ability to obtain a notary license within six months of hire.

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