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| PART I | DEPARTMENT OF PERSONNEL SERVICES | 1.665 |
| | STATE OF HAWAII | 1.667 |
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| | <u>ABSTRACTING ASSISTANT AND ABTRACTOR SERIES</u> | 1.678 |

This series includes positions performing duties in support of or involved with the examining, determining and evidencing of title to real property or interests therein. The examination of a title involves making an investigation in the offices where the public records are kept, to ascertain the history and present condition of the title to land, and its status with reference to liens, encumbrances, "clouds," etc. This includes the technical process of searching the records; examining all conveyances of whatever kind or nature, which in any manner affect said land, or any estate or interest therein; summarizing (abstracting) the operative portions of these conveyances to record the history of the title; determining ownership and all existing liens and encumbrances, and noting all defects. The evidence of title is any document establishing the title to property. This includes the review of the history and determination of the title, or review of land court documents for registration, prior to the preparation and issuance of one of the following types of evidence: abstracts of title (issued by a licensed abstract maker); Certificates of Title (issued by Assistant Registrars of Land Court); Certificates or chains of Title (issued by a licensed abstract maker).

Positions in this series are assigned duties in determining the rightful owner or owners of land or interests therein, to be acquired by the State for rights-of-way, easements, access rights and other purposes for the construction of highways or other public projects; or are assigned the review of land transaction documents and other instruments for purposes of classifying, recording and indexing information reflecting changes in land ownership or land titles, or making searches of land titles as requested by the public. Title work involves such duties as: reviewing and examining liens, mortgages, judgments, easements, vital statistics, land title maps, and related legal documents in various governmental agencies to obtain information needed to determine ownership or legal restrictions, and to verify legal descriptions of property; tracing land title from original sources such as Land Commission Awards, Royal Patent Grants, tenants rights, konohikis, etc.; reviewing and abstracting information from recorded documents such as deeds, mortgages and contracts affecting title to property, analyzing land title records including restrictions, covenants and defects or breaks in title, and outlines actions required to clear title; and issuing certified abstracts and Certificates of Title.

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Class levels in this series are defined in terms of the following classification factors:

1. Nature and Variety of Assignments:

This factor takes into consideration the scope and types of assignments and the technical complexities involved. Assignments in land title work range from those involving routine document preparation and review, routine abstracting duties where information is readily available and conditions of title are relatively clear, to the more complex title examinations requiring thorough review and analysis of breaks and other defects in title, and where land title examinations require extensive knowledge of the Hawaiian land system tracing back to early periods in recorded local history.

2. Nature of Supervision Received by Incumbents:

This factor involves the relative degrees of control over the work. This includes consideration of the degree of supervision received from higher-level abstractors or other supervisors. The extent of supervision ranges from close direction and review of the work of incumbents of entry level positions to the relatively independent manner under which fully experienced abstractors operate.

3. Nature and Extent of Supervision Exercised Over the Work of Other Employees:

Included in this factor are the responsibilities of planning and organizing work flow, assigning and reviewing work, selecting and training personnel, and handling administrative details. This factor also includes the degree of independence and responsibility with which the supervisory functions are carried out.

4. Nature and Scope of Recommendations, Decisions, Commitments, and Conclusions:

This factor relates to the extent to which an incumbent is held technically and/or administratively responsible for decisions, commitments, and conclusions, and the nature of the recommendations and conclusions.

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5. Purpose and Nature of Personal Contacts:

This factor relates to the extent and scope of interrelationships maintained with individuals within and outside the agency. Such relationships would generally be for the purpose of: a) providing, obtaining and verifying title information, b) justifying recommendations or decisions, c) coordinating activities and securing cooperation.

6. Knowledge and Abilities Required:

This factor relates to the kinds, range and depth of knowledge, and the kind and degree of skills required for the proper performance of work assignments.

Classes in this series are amendments to and replace the following classes:

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| Land Court Document Checker | 1.670 |
| Title Certificate Writer | 1.640 |
| Land Document Digest Maker | 1.660 |
| Abstracting Assistant | 2.725 |
| Abstractor I | 2.728 |
| Abstractor II | 2.731 |
| Abstract Maker I | 2.739 |
| Land Court Document Registrar | 2.782 |
| Abstract Maker II | 2.742 |

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Director of Personnel Services

ABSTRACTING ASSISTANT III

1.665

Duties Summary:

Assists in the final review of Land Court Certificates of Title before issuance; determines comparability of old and new Certificates of Title; checks area of land for proper conveyance; participates in proofreading Land Court Certificates of Title; and performs other duties as required.

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Distinguishing Characteristics:1. Nature and Purpose of Work:

This is the beginning technical support level in title work. It involves assistance in the review of Land Court Certificates of Title to ascertain the accuracy of form and wording.

2. Supervisory Controls:

Work is performed in accordance with specific instructions and/or routine procedures. Guidance and assistance is readily available.

3. Knowledge and Abilities Required:

Knowledge of: Legal documents relating to land conveyances; legal terminology commonly used in land documents and records; spelling, grammar and word usage.

Ability to: Understand the contents of legal documents and extract pertinent information therefrom; read accurately, smoothly, and enunciate clearly; understand legal words and phrases used in conveyances; understand and carry out oral and written instructions; keep office records; work well with others.

Examples of Duties:

Gathers documents and Certificates of Title needed for review by the Assistant Registrar of the Land Court; reviews documents to determine if land is accurately described and properly conveyed; compares entries made on the original certificate's encumbrance sheet with that made on the encumbrance sheet of the owner's copy of Certificate of Title; discusses findings with Assistant Registrar of Land Court; assists in proofreading new Certificates of Title; reads out loud new Certificates of Title in order that new certificates can be compared with old certificates; checks index cards against new Certificates of Title issued; files index cards alphabetically in index register; assembles all documents and certificates completed each day; segregates documents and papers for return to owners, financial institutions, or proper recording party; files office copies of Certificates of Title in proper index book after numbering; files canceled Certificates of Title; secures information concerning land records from files as directed; may assist in the preparation of recording worksheets for large

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subdivisions in order to facilitate issuance of new Land Court Certificates of Title.

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This is a change in title and code number and an amendment to the class Land Court Document Checker, 1.670.

ABSTRACTING ASSISTANT IV

1.667

Duties Summary:

Abstracts pertinent information from Land Court Orders, trust deeds, and other legal documents for the preparation of Title Certificates, abstracts or chains of title; assigns and supervises other employees in the preparation of Certificates of Title; keeps other files and records; and performs other duties as required.

Distinguishing Characteristics:

1. Nature and Purpose of Work:

A position in this class performs the processing of various legal documents pertinent to land titles and transactions, and the review and selection of information for use in preparing Certificates of Title, abstracts or chains of title. It requires knowledge and experience in land title and transaction work.

2. Supervisory Controls:

Same as for Level III.

3. Knowledge and Abilities Required:

In addition to knowledge required at the next lower level, must have knowledge of processes involved in recording property; office practices and procedures.

In addition to abilities required at the next lower level, must have ability to use a typewriter; organize and prepare clear, accurate, complete and concise briefs of legal documents, or reports of findings from title examinations.

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Examples of Duties:

Reads and analyzes all documents affecting land preparatory to issuing Certificates of Title, abstracts or chains; checks names of the owners of the land, addresses, marital status, mode of holding property, location and identification of land, and sources of information; analyzes contents of deeds, and traces and verifies mortgages, liens, attachments, easements, and other encumbrances; composes and types new Certificates of Title showing current status of all encumbrances and restrictions on the parcel or parcels affected, or composes and types Certificates, abstracts or chains of title from the conclusions of the title examinations; may assist with the work of receiving and analyzing legal documents presented for recording.

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This is a change in title and code number and amendment to the class Title Certificate Writer, 1.640.

ABSTRACTING ASSISTANT V

1.669

Duties Summary:

Conducts title examinations by searching public records and examining land titles, deeds, restrictions, encumbrances and other legal documents to determine rightful owner of land; reviews and summarizes pertinent information affecting land from sources that are readily available and conditions of title that are relatively clear; prepares worksheets showing condition of titles; and performs other duties as required.

Distinguishing Characteristics:

1. Nature and Purpose of Work:

Assignments at this level involve reviewing and examining documents and records of land transactions and related information needed for title examinations to determine rightful owner of land. Assignments are usually limited to examinations where condition of title is comparatively clear. An incumbent also performs duties assigned by supervisors in obtaining descriptive information of land parcels and checking and verifying data from tax and vital statistics records.

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2. Supervisory Controls:

Work is performed under close supervision or in accordance with specific instructions and clear-cut guidelines. Assistance is readily available on matters not covered by specific instructions or guidelines. Work is subject to close technical review including a check of completed work for adherence to required form and procedures. Assignments which become complex and involved after initial probing are usually reassigned to higher level abstractors for completion.

3. Personal Work Contacts:

Personal work contacts at this level are usually with fellow workers and supervisors to give and receive information; may confer with staff of the legal or right-of-way offices to give or receive standard and clear-cut information. Personal contacts are also made with personnel of other State agencies for purposes of obtaining and verifying information available in these agencies.

4. Knowledge and Abilities Required:

In addition to knowledge required at the next lower level, must have knowledge of standard sources of information pertaining to land title examinations.

In addition to abilities required at the next lower level, must have ability to determine the nature and effect of legal documents and abstract pertinent information; understand pertinent laws, rules and procedures; deal effectively with other employees and the general public.

Examples of Duties:

Examines land titles, encumbrances, restrictions and related records in various government offices to determine rightful owner of land to be acquired by the State; checks the evolution of title to ascertain the history and continuity of title; notes breaks in chains of title, unreleased mortgages, liens, and encumbrances; locates the deed or deeds vesting title in the present owner and notes restrictions or reservations appearing therein; abstracts and records all pertinent data from deeds and other related documents affecting condition of title and prepares worksheets; may check references to land description and other matters if details are not clearly documented; compiles tax request sheets to determine unpaid or delinquent taxes, and

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checks for City and County improvement assessments; examines records in the Bureau of Vital Statistics for information as to births, marriages, and deaths affecting titles of land under study; conducts relatively uncomplicated title searches tracing back matters relative to land ownership and abstracting and recording pertinent information; may independently prepare and analyze an inventory of lands controlled by a government agency; may translate records written in the Hawaiian language; prepares Certificates of Title in finished form from worksheets.

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This is a consolidation of the classes Land Document Digest Maker, 1.660, and Abstracting Assistant, 2.725, with a change in title and code number.

ABTRACTOR VI

1.670

Duties Summary:

Examines land titles by searching public records, examining legal documents, and summarizing and recording pertinent information from these documents that are essential to determining ownership and condition of title to land subject to acquisition by the State; prepares worksheets showing the history of the title and all encumbrances, restrictions and covenants affecting the titles; reviews land transaction documents for purposes of indexing information reflecting changes in land ownership or land titles; and performs other duties as required.

Distinguishing Characteristics:

1. Nature and Purpose of Work:

This class represents the first level of independent worker in full title examining work. Work assignments involve searching public records, examining pertinent legal documents and official records relating to land titles such as deeds, contracts, liens and easements, and preparing summaries or abstracts of land ownership information for land acquisition purposes. Work requires the ability to comprehend legal documents pertaining to land ownership, the application of knowledge of legal documents and terms as they relate to the condition of land title, sources of information and knowledge of the land system in Hawaii, and ability to prepare summaries of findings from history of

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title. A position in this class may oversee the work of a few lower-level assistants.

2. Supervisory Controls:

A supervisor provides general instructions as to the land title or land titles to be examined, its boundaries, location, and areas to be acquired. The incumbent of a position at this level uses his judgment in ascertaining where and how he will search to obtain the desired information in determining the title. The supervisor is available to provide advice and guidance on unusual problems in land title examinations, but an incumbent of a position at this level is expected to apply examining, searching and abstracting practices and principles in tracing land titles from original sources and in using judgment in determining the scope of the examination. Work is reviewed for completeness, adequacy and soundness of conclusions.

3. Personal Work Contacts:

Same as in the previous level.

4. Nature and Scope of Recommendations, Decisions, Commitments and Conclusions:

Decisions and recommendations made at this level are subject to general review for adequacy, completeness and soundness of judgment. Abstractors at this level are expected to conduct examinations and complete their worksheets independently according to established policies and standards. Findings and summaries of a completed examination as noted on worksheets are checked and reviewed for correctness, continuity and completeness of chain of title, and correctness of description of land when the search is certified by the head of the section.

5. Knowledge and Abilities Required:

In addition to knowledge required at the next lower level, must have knowledge of the Hawaiian land system.

Ability requirements are the same as at the next lower level.

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Examples of Duties:

Conducts land title examinations by reviewing and examining legal documents and official records in government offices such as the Department of Land and Natural Resources, Department of Health, Department of Taxation, Judiciary Department, City and County and other agencies to determine rightful owner of land to be acquired by the State; traces land titles from original owners to present owners and notes restrictions, encumbrances or covenants affecting title; summarizes and records pertinent information from land and other legal documents on worksheets; obtains metes and bounds descriptions of land parcels under study; examines records in the Research, Planning and Statistics Office, Department of Health, for information as to births, deaths and marriages affecting titles of land under examination; translates records written in Hawaiian as necessary; reviews legal documents for purposes of indexing information reflecting changes in land ownership or conditions to land title.

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This is a change in title and code number and an amendment to the class Abstractor I, 2.728.

ABTRACTOR VII

1.672

Duties Summary:

Supervises a group of abstractors engaged in land title examinations and in preparing abstracts of land title information to determine ownership of land; assigns land title examinations and reviews completed work for accuracy and completeness; participates in searching legal documents; supervises a staff engaged in writing Certificates of Title and preparing title reports; and performs other duties as required.

Distinguishing Characteristics:

1. Nature and Purpose of Work:

Work at this level involves the supervision of a staff of abstractors (4 to 5) including assigning work and reviewing the title examinations for accuracy, technical correctness and completion. An incumbent is also required to participate in performing title examinations of the most complex cases and in supervising abstracting assistants or

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other clerical employees in preparing title certificates and other title reports and summaries.

2. Supervisory Controls:

At this level, the abstractor works under general supervision. The incumbent of a position at this level is held responsible for coordinating work flow and output of the unit supervised in terms of the quality and quantity of work produced and the technical adequacy of land title examination assignments completed by subordinates. The supervisor is consulted only in cases of unusual or unprecedented problems.

3. Personal Work Contacts:

Personal work contacts include contacts within the organization and with other departments and agencies. Contacts within include consultations with higher-level supervisors, right-of-way agents, and attorneys to discuss issues and problems of titles on the more complex examinations when defects appear in the chain of title. Contacts are also made with officials of other governmental agencies to obtain and exchange information needed for land title examinations, and to maintain effective working relationships with these agencies.

4. Nature and Scope of Recommendations, Decisions, Commitments and Conclusions:

Presents completed examinations in final form to the supervisor for approval. At this level, an incumbent has authority to make commitments within established policies, procedures and administrative regulations.

5. Knowledge and Abilities Required:

In addition to knowledge required at the next lower level, must have knowledge of all sources of information and material pertaining to land title; encumbrances, tenancies and laws of descent and inheritance as applicable to land title examinations; principles and practices of supervision.

In addition to abilities required at the next lower level, must have ability to plot sketches relative to location of land; translate legal documents written in the Hawaiian language; plan, assign and review the work of subordinates.

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Examples of Duties:

Supervises a unit consisting of (4 to 5) abstractors, abstracting assistants and several clerks and/or typists engaged in land title examinations to determine ownership of land subject to acquisition by the State government; reviews requests for title examinations by studying maps to determine land title or titles to be examined and to ascertain the scope of the assignment or unusual problems that may be encountered in the examinations; makes work assignments, furnishes general or specific instructions and prepares work schedules; reviews work in progress, and reviews final documents for accuracy. completeness and technical adequacy before submitting to superior for approval; traces land titles from original owners to present owners and notes any restrictions, encumbrances or covenants; examines records in various governmental agencies such as the courts, Departments of Land and Natural Resources and Taxation for information affecting titles of land under examination; translates records written in Hawaiian as required; confers with right-of-way agents and attorneys to clarify matters relating to a particular problem or incident involving the land title examinations; performs such personnel management functions as on-the-job training for new employees, evaluating work performance and assigning and reviewing work; may personally perform the more difficult title searches where conditions of title are extremely unclear, or when the examination involves unusual problems in determining titles.

This is a change in title and code number and an amendment to the class Abstractor II, 2.731.

ABTRACTOR VIII

1.674

Duties Summary:

Serves as chief abstractor for a small unit, or assists in supervising and coordinating the activities of a major organizational unit engaged in examining titles for land ownership determinations; issues certified abstracts and Certificates of Title, and performs title examinations on special assignments as required; and performs other duties as required.

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Distinguishing Characteristics:1. Nature and Purpose of Work:

An incumbent of a position in this class is authorized to issue certified abstracts and Certificates of Title in accordance with legal standards and requirements. He may serve as abstract maker of an abstracting unit consisting of two or three staff members, or may assist in the supervision of a large land title services unit by coordinating work flow, making studies relating to cost and manpower needs, preparing status reports on work projects, performing title examinations on special assignments, and maintaining liaison with intra departmental units or other State agencies concerned with land acquisition matters.

2. Supervisory Controls:

An incumbent of a position in this class works under general supervision of the head of a large land title services section, or as the abstract maker in a small unit reporting to an administrative head. Assignments which generally involve concepts and methods that are familiar to the incumbent are received without explicit instructions and assistance. At this level, the incumbent has considerable freedom from supervisory control over the sequences of assignments and/or in deciding on methods to produce a given result. Work is reviewed primarily for overall effectiveness and conformance with general policies and objectives.

3. Personal Work Contacts:

Personal work contacts at this level include contacts within the organization and with other departments and agencies to obtain and exchange information and to coordinate the work with other agencies concerned with preparing or maintaining land title records. Contacts are also for the purpose of securing cooperation, advice or assistance in resolving conflicts in controversial cases, and in maintaining effective working relationships with subordinates and officials within and outside of the agency. Contacts are made with private businesses and the public when questions arise as to the title work. An incumbent of a position at this level may testify in court to support departmental findings on title examination cases.

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4. Guidelines Available:

Guidelines consist of pertinent legal and regulatory materials, established procedures and standards, technical manuals, and other references, pertaining to land titles. Judgment is required in the effective application, interpretation and adaptation of pertinent guide materials and precedent situations. An incumbent at this level is also expected to use his own background of knowledge and experience to plan and guide the work efforts of subordinates and to make recommendations in improving methods and procedures.

5. Nature and Scope of Recommendations, Decisions, Commitments and Conclusions:

An incumbent of a position at this level is given wide latitude for using independent judgment in making decisions. Final work products, based on decisions made at this level, are reviewed for conformance to broad policies, laws or executive orders. An employee at this level has authority to approve completed searches, i.e., the Abstract of Title or Certificate of Search as a licensed Abstract Maker.

6. Knowledge and Abilities Required:

In addition to knowledge required at the next lower level, must have knowledge of State laws, rules and regulations pertaining to the registration of property.

In addition to abilities required at the next lower level, must have ability to plan, organize, direct and coordinate activities of a section; interpret land maps; prepare land title information; prepare Certificates of Search, chain of title, and Abstracts of Title; present material effectively in court.

Examples of Duties:

Assists in supervising and coordinating the activities of a major organizational unit engaged in examining titles for land ownership determinations, or serves as chief abstract maker for a small unit; reviews requests for title searches and assigns work to subordinates; coordinates the work and time schedules of staff members engaged in examining documents and official records in various governmental agencies for purposes of determining land ownership; reviews completed abstracts and issues Certificates of Search, chain of title and Abstracts of Title; performs title

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search assignments which include title studies on private and/or public rights to land, water, tide land and sea and those burdened by defects; maintains liaison and effective relationships with other governmental agencies concerned with maintaining land title information; advises abstractors and other subordinate personnel on problems involving the Hawaiian land system, conveyancing, laws of descent and other title matters; compiles and furnishes man-day and cost estimates for the land title services section; prepares data on the status of projects for use as a basis for scheduling work and establishing priorities; explains and discusses findings and conclusions with other officials such as right-of-way agents and attorneys concerned with land ownership matters; translates records from Hawaiian as necessary and prepares genealogical charts and testifies in court as an expert witness.

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This is a change in title and code number and an amendment to the class Abstract Maker I, 2.739.

ABTRACTOR IX

1.676

Duties Summary:

Serves as head of a document review section in Land Court registration; examines conveyancing instruments and other documents, and issues Certificates of Title and memoranda of encumbrances; and performs other duties as required.

Distinguishing Characteristics:

1. Nature and Purpose of Work:

A position in this class serves as the head of a document review section concerned with the preparation of memoranda affecting the title of Land Court registered land and to issue new Certificates of Title. Supervision is exercised over a few abstracting assistants.

2. Supervisory Controls:

A position in this class functions under administrative and general direction.

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3. Personal Work Contacts:

Personal work contacts involve extensive contact with landowners and their representatives. The work also includes testifying in court on matters relating to Land Court registration.

4. Guidelines Available:

Same as for level VIII.

5. Nature and Scone of Recommendations, Decisions, Commitments and Conclusions:

A position at this level makes final independent judgment and decisions on the issuance of Certificates of Title and the making of memoranda of encumbrances which are conclusive as to all matters contained therein. In case of error, a registered owner may file for recovery of damages against the State.

6. Knowledge and Abilities Required:

In addition to knowledge required at the next lower level, must have knowledge of legal documents used in the Land Court system.

In addition to abilities required at the next lower level, must have ability to meet and deal effectively with people, and cope with pressures in the work; plan, organize, direct and coordinate the work of the section.

Examples of Duties:

Reads, checks, and analyzes documents filed for recordation; compares and examines documents for proper conveyance form, references, encumbrances, and acknowledgments; examines filed documents, supplementary papers, and findings for compliance with State laws, rules and regulations pertaining to Land Court registration procedures; cancels Certificates of Title and issues new ones; determines what encumbrances are to be carried to new certificates; checks applications and subdivision maps in order to determine lot numbers, delineations, designations of easements, and other encumbrances; prepares documents and Certificates of Title for issuance; signs and approves new Certificates of Title; prepares memoranda affecting Certificates of Title and encumbrances upon certificates; testifies in court in Land Court registration; acts as assistant registrar of the

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Land Court; plans, assigns and directs the work of lower-level assistants and evaluates work performance.

This is a change in title and code number and an amendment to the class Land Court Document Registrar, 2.782.

ABTRACTOR X

1.678

~~2.729~~

Duties Summary:

Plans and directs the activities of a section, through subordinate supervisors, in performing land title examinations to determine ownership, restrictions and covenants thereto; issues certified abstracts and Certificates of Title; makes examinations and prepares reports on difficult cases; and performs other duties as required.

Distinguishing Characteristics:

1. Nature and Purpose of Work:

Work at this level involves directing a large abstracting section engaged in making examinations of land titles to determine ownership of land subject to acquisition by the State. An incumbent is responsible for planning, organizing and assigning work to abstractors through subordinate supervisors, giving instructions on work methods and procedures, reviewing work in progress, and when completed, for technical adequacy and accuracy, and coordinating the work of the abstracting section with other units to meet the departmental objectives in acquiring lands for rights-of-way easements and other public purposes.

2. Supervisory Controls:

The incumbent of a position at this level works under general supervision of a high-level professional right-of-way agent. The supervisor is consulted only in matters not covered by established policies of the department. Incumbent has final responsibility for certifying titles and completed abstracts for the department, and generally performs work independent of technical review.

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3. Personal Work Contacts:

Personal work contacts at this level include contacts with officials within the department in the right-of-way branch and appraisal section to obtain and exchange information and to coordinate the title work with those two units. Contacts are also made with other officials in State and county governments for purposes of securing, furnishing or exchanging information relating to land ownership or legal documents used in the conveyance of real property. In addition, an incumbent works closely with departmental attorneys in preparing court cases relating to the determination of ownership of land to be acquired by the State, and to testify as an expert witness for the department.

4. Guidelines Available:

Guidelines consist of pertinent legal and regulatory materials, and established procedures and standards. The incumbent of a position at this level is also expected to use his own background of knowledge and experience to resolve the more difficult title examination cases. Originality and judgment are required in applying and interpreting pertinent guide materials to specific instances where the chain of title is obscured by unexplained breaks, or where there is controversy about land titles.

5. Nature and Scope of Recommendations, Decisions and Commitments:

The incumbent of a position at this level has authority to make commitments within established policies, precedents and administrative regulations. Decisions made in certifying completed Abstracts of Title or Certificates of Search are final and not subject to review by higher-level administrative personnel. An incumbent is looked upon as the authority and technical expert in matters relating to land titles, in translating land documents written in the Hawaiian language and in tracing and evaluating information about lineal descent for the preparation of genealogical charts. A position at this level also includes responsibility for the planning, organizing, and assigning of work in the section and for the technical adequacy of all title examination work done in the section.

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6. Knowledge and Abilities Required:

In addition to knowledge required at the next lower level, must have knowledge of all sources of information and legal documents and processes pertaining to land titles; principles and practices of supervision.

In addition to abilities required at the next lower level, must have ability to direct work through others.

Examples of Duties:

Plans and directs the work of a section engaged in performing examinations of land titles to determine ownership of land subject to acquisition by the State; reviews completed abstracts and Certificates of Searches and certifies to the examination and title; reviews requests for searches, notes any unusual circumstances or conditions and assigns cases to subordinate supervisors for processing by abstractors; provides technical assistance in interpreting land documents for superiors or attorneys assigned to the department; translates documents written in Hawaiian for use by title searchers and certificate writers; maintains liaison with other government agencies where indexes, registers and land records are located for title examinations; serves as expert witness in matters pertaining to land titles and records; performs such personnel management functions as evaluating work performance, recommending personnel actions, and training new employees; assists in preparing budgets, developing standards of performance and planning procedures and policies needed to operate the land title services section; under unusual circumstances, may personally perform the most difficult title examining assignments.

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This is a change in title and code number and an amendment to the class Abstract Maker II, 2.742.