

Minimum Qualification Specifications
for the Class:

CONVEYANCING SUPERVISOR

Education Requirement

Graduation from high school or equivalent. Excess experience as described below or work experience requiring the ability to read and comprehend and apply written directions or a high degree of verbal skill may be substituted for education on a year-for-year basis.

Experience Requirements

Applicants must possess experience of the kind, quality and amounts described below, or any equivalent combination of training and experience:

Specialized Experience: Six (6) years of progressively responsible work experience which required the knowledge of and application of conveyancing laws, rules and regulations. Such experience must have involved examining, analyzing and/or preparing real property ownership records and documents in conformance with conveyancing statutes, rules and regulations.

Supervisory Experience: One (1) year of supervisory work experience which included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.

Non-Qualifying Experience: Work experience which involved searching for and summarizing land title and other legal documents to determine ownership which did not involve evaluation and analysis of such documents for proper conveyancing form, references, encumbrances, and acknowledgments will not be considered qualifying.

Substitutions Allowed

A law degree from a school of law accredited by a nationally recognized, specialized accrediting body (or a law degree deemed comparable by a nationally recognized specialized accrediting body) may be substituted for two (2) years of Specialized Experience.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class CONVEYANCING SUPERVISOR which were approved on August 30, 1982.

Date Approved: 12/4/15

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