

Job details

**Job 1 of 1**

Bulletin Number 2950BR

Type of Recruitment Open Competitive Job Opportunity

Department Registrar-Recorder/County Clerk

Position Title PROPERTY CONVEYANCES EXAMINER

Additional Title APPLICATIONS MUST BE FILED ONLINE ONLY.  
APPLICATIONS SUBMITTED BY MAIL, FAX, OR IN PERSON WILL NOT BE ACCEPTED.

Exam Number E1141I

Filing Type Standard

Filing Start Date 11/17/2011

Filing End Date 11/30/2011

Filing End Time 5:00 pm PST

Salary Type Monthly

Salary Minimum 2788.09

Salary Maximum 3742.45

Position/Program Information Examines legal documents relating to real and personal property to determine their acceptability for recordation in the public records maintained in the Department of Registrar-Recorder/County Clerk. Positions allocable to this class receive technical direction from a Senior Property Conveyances Examiner. Incumbents in these positions examine, evaluate, and record legal documents submitted by individuals, corporations, partnerships, and others, effecting and/or evidencing title to or interest in real or personal property. Incumbents in these positions must have a general knowledge of laws, codes, ordinances and legal terminology relating to property ownership, and specialized knowledge of recording policies and procedures essential for the protection of property rights.

Essential Job Functions Examines legal documents such as deeds, deeds of trust, leases, homesteads, reconveyances, assignments, maps etc., over the counter or through the mail, by reviewing their contents in compliance with specific requirements set forth in the applicable legal code, in order to determine their acceptability for recordation;

Determines whether a document creates an involuntary lien on the property;

Rejects documents that are statutorily incomplete noting the discrepancies and needed corrections;

Cites State and County laws, rules, regulations, and policies which provide the basis for the acceptance or rejection of documents presented for recordation in the public records;

Determines which prescribed fees are to be charged for the recording of documents;

Examines documents submitted for recordation to determine the

applicability of the Documentary Transfer Tax and specific city transfer tax and determines or verifies the amount of tax;

Responds to questions or complaints from individuals, representatives of title insurance companies, attorneys, lending institutions, and real estate agents pertaining to public recordation of legal documents.

Enters a variety of detailed information into an automated cashiering and scanning system which computes the applicable fees.

Handles payment of fees including checks and monies and affixes recording information to appropriate document.

Generates reports/correspondences using various computer programs to submit to supervisors.

## Requirements

**APPLICATIONS MUST BE FILED ONLINE ONLY.**  
**APPLICATIONS SUBMITTED BY MAIL, FAX, OR IN PERSON**  
**WILL NOT BE ACCEPTED.**

### SELECTION REQUIREMENTS:

A High School Diploma or GED Certificate\* or higher. - **AND** - Two years of full-time, paid, specialized experience\*\* in searching records for evidences of ownership and encumbrances affecting the title to, and interests in real property, escrow procedures or the review, evaluation, and indexing of documents relating to real or personal property.

## Physical Class

**Physical Class II** – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

## Desirable Qualifications

- An Associate or Bachelor's degree\* from an accredited\*\*\* college or university.

## Special Requirement Information

\*In order to receive credit for high school diploma, GED Certificate, or Associate degree or higher, you **must** include a legible copy of the official diploma, official transcripts, or official letter from the accredited\*\*\* institution or certificate of completion **with your application at the time of filing.**

To determine if the diploma is equivalent to those of U.S. high schools, the foreign transcripts must be evaluated by one of the approved organizations listed on the websites of State of California's Commission on Teacher credentialing , the National Association of Credential Evaluation Services, or the Association of International Credential Evaluators, Inc. These organizations are private enterprises who charge a fee for their services.

\*\*Specialized Experience means performing specialized clerical duties requiring a working knowledge of specialized subject matter and the specialized clerical functions involved and the use of initiative and independent judgment within procedural and policy limits.

No verification of experience letter will be accepted for this examination.

Candidates must participate in a mandatory Department sponsored on-the-job training program. All appointees are required to attend this training program over a 12 month period. The training program is designated to

provide a thorough knowledge and understanding of departmental response procedures to enable them to independently perform assigned tasks under general direction from a Senior Property Conveyances Examiner.

Accreditation  
Information

\*\*\***Accreditation:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as **American Universities and Colleges and International Handbook of Universities** are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by **The National Association of Credential Evaluation Services** or the **Association of International Credential Evaluators, Inc.**

Examination  
Content

This examination will consist of TWO (2) parts:

**Part I:** A Rating from Record evaluating the scope of your training and experience based on the application information and Desirable Qualification weighted 40%.

**Part II:** An interview covering training, experience, personal fitness and general ability to perform the duties of the position weighted 60%.

**Candidates must achieve a passing score of 70% or higher on each weighted part in order to be added to the eligible list.**

**Applicants with disabilities who require special arrangements must provide the Recruitment and Selection Section with advance notice.**

Special  
Information

**FINGERPRINTING AND SECURITY CLEARANCE:** Before a final appointment is made to this position, candidates are subject to security clearance which includes fingerprinting. An individual may be withheld from appointment, if he/she has a conviction record incompatible with the essential duties of the position for which he/she has applied. Any false statement or omission of material fact may cause forfeiture of employment rights. Information presented on employment applications, resumes and during the examination process is subject to verification. Disqualifying factors may include but are not limited to: felony convictions, certain job-related misdemeanor convictions, certain serious traffic convictions or patterns of traffic violations (e.g., 4 or more moving violations within the past 2 years, failure to appear, at-fault accidents, and driving under the influence), illegal use of certain controlled substances and/or poor employment history.

Vacancy  
Information

The resulting eligible list for this examination will be used to fill vacancies in the Department of Registrar-Recorder/County Clerk.

Eligibility  
Information

The names of candidates receiving a passing score in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months from the date of promulgation.

Available Shift

Any

Job Opportunity  
Information

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**Social Security Act of 2004:** Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

**Record of Convictions:** A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

**Veterans Preference Credit:** Veterans Preference Credit of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States: · During a declared war; or · During the period April 28, 1952 through July 1, 1955; or · For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or · In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. If you are unable to provide any documentation at

the time of filing, the 10 points will be withheld until such time it is provided.

County of Los Angeles Information

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator at the number below.

Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number below.

The County will attempt to meet reasonable accommodation requests whenever possible.

Application and Filing Information

**INSTRUCTIONS FOR FILING ONLINE:**

Applicants are required to submit a standard Los Angeles County Employment Application **online only** to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of online applications, although resumes may be uploaded as attachments to online applications.

**All applicants MUST complete the filing process ONLINE (via electronic submission). Applications will not be accepted by mail, fax, or in person.**

Applicants must submit their application by 5:00 p.m., PST, on the last day of filing. Applications received after 5:00 p.m., PST, on the last day of filing will not be accepted.

We may close this examination without prior notice.

To apply online, click on the tab that says "Apply To Jobs" on the top or bottom of this page.

The acceptance of your application depends on whether or not you have **CLEARLY** shown that you meet the **SELECTION REQUIREMENTS**. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or

certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.

**ALL APPLICANTS MUST ENTER A VALID SOCIAL SECURITY NUMBER AT THE TIME OF FILING. ENTERING ANYTHING OTHER THAN A VALID SOCIAL SECURITY NUMBER (I.E. 000-00-0000, 111-11-1111, etc.) WILL RESULT IN AN AUTOMATIC REJECTION OF YOUR APPLICATIONS.**

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

Candidates who apply online must upload any required documents as attachments during application submission or fax the supporting documents to (562) 462-1373 within five (5) business days of filing online or the last day of filing, whichever comes first. Please include your Name, Exam Number and the Exam Title on the faxed documents.

Department Contact Name	Andrea Cortez
Department Contact Phone	562-462-3397
Department Contact Email	hrrecruitment@rrcc.lacounty.gov
ADA Coordinator Phone	562-462-2276
California Relay Services Phone	800-735-2922

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