FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: Land Specialist DATE OPENED: 8/19/2020

DEPARTMENT: Clerk & Recorder/Plat Room CLOSING DATE: 8/26/2020

If you have any questions about this position vacancy, call: (406) 758 - 5521 .

NUMBER OF POSITIONS OPEN: 1 BARGAINING UNIT: Non Union

✓ FULL TIME ✓ REGULAR (YEAR ROUND POSITION)

___ PART TIME ___ SEASONAL

___ TEMPORARY

IF APPLICABLE:
TRAINING WAGE: $ 17.08 per Hour

STARTING WAGE: $ 17.94 per Hour

SALARY AT:
1 YEAR STEP: $ 18.66 per Hour
2 YEAR STEP: $ 19.41 per Hour
3 YEAR STEP: $ 19.79 per Hour

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

Please submit a resume and cover letter with application.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:
https://flathead.mt.gov/human_resources/apply/

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title:	Land Specialist	**Job Code:** 01710	
Department:	Clerk & Recorders Office/Plat Room	**Pay Grade:** Stnd 22	
Reports to:	Plat Room/Recording Supervisor	**FLSA Status:** ☒ Non-Exempt	☐ Exempt

Department Overview: The Flathead County Plat Room/Surveyor's Office maintains the ownership and land records for Flathead County's tax base. It is a division of the Clerk & Recorder's Office and functions under the guidance of Title 7 of Montana Statue. All land related documents with legal descriptions are approved through this office before they are officially recorded in Flathead County. Information concerning the chain of title of a parcel of land, change in ownership, property splits and address changes are maintained in the Plat Room/Surveyor's office. This is a very high traffic office. The office provides specialized services related to land boundaries and ownership for private individuals and public businesses such as surveyors, title companies, appraisers and attorneys, as well as interdepartmental support within Flathead County.

Job Summary: Under the supervision of the Plat Room/Recording Supervisor, the position will assist in updating and processing requests related to land record management in Flathead County. The position provides technical support which requires a complete understanding of recorded documents, surveys or legal documents within the process. Extensive customer service and public interaction are required.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Assist at the front counter and provide courteous and knowledgeable service to the public.
- Read and approve land legal descriptions on documents with knowledge of the effect of each legal document pertaining to land and ownership.
- Review and approve documents prior to being recorded in the Clerk & Recorder's Office.
- Review all survey and plat records, post conveying ownership documents, certificates of survey, subdivision parcels, condominium paperwork and deed change documents in tract books.
- Approve Declaration of Condo Unit Ownership and amendments and conduct tax searches to ensure all information required by state law is included in declaration prior to recording.
- Set up new road files and add updates to existing road files.
- Verify ownership list prepared by Flathead County Geographical Information Systems (GIS).
- Review surveys and subdivisions submitted for Flathead County's 509D Review which may include a tax search, processing relating documents, searching for a pattern of development, determining number of separate parcels, or generally, fulfilling all criteria for land alterations.
- Verify legal description and ownership, index, record and archive corner recordation records.

- Provide support for verification of road abandonments, fire district annexation petitions, RSID's and zoning petitions and resolutions.
- Enter related data for all applicable office transactions into the County Land System.
- Process monetary transactions efficiently and in accordance with established guidelines.
- Scan and enter certificate of surveys, subdivisions and tract book maps into established record keeping systems.
- Type form letters, complete various forms and documents.
- Read and approve section township range legal descriptions.
- Explain department's rules and regulations pertaining to land transactions and documents.
- Process land splits and create new parcels of land based on certificate of surveys and platted subdivisions.

Non-Essential Functions:

- Attend workshops, seminars, and educational sessions to keep updated on Clerk & Recorder's Office procedures, guidelines, and changes in the law.

- Perform other duties as assigned, but not limited to providing backup for other staff, participating in training and continuing education opportunities.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- The employee is regularly required to stand, sit, bend, stoop, crouch, reach, climb, lift, push, pull and twist at waist, and side-to-side turns of neck.
- Frequently required to talk, write, listen, read and legibly document land changes in track books.
- Requires fine finger dexterity to operate keyboards and writing materials.
- The employee must be able to lift and or move up to 25 pounds regularly and may be required to lift up to 50 pounds occasionally.
- Work is in an office environment utilizing computers and other office equipment and programs.
- Requires the ability to have extensive interaction with the public, manage frequent interruptions and perform duties in a low to moderate noise level.
- Specific vision required for this job includes close vision, distance vision, color vision, peripheral vision and depth perception.
- May involve occasional travel to attend meetings/training in all types of weather conditions.
- Employee may be required to work extended hours during special projects and election preparation and implementation.

Supervision Exercised:
This position does not regularly supervise other County employees.

Knowledge, Skills, and Abilities:

- Knowledge and ability to learn the duties and responsibilities of the Plat Room/Surveyor's Office.
- Knowledge and ability to learn and follow legal descriptions.

- Knowledge and ability to know the effect of legal documents pertaining to land
- Knowledge of different Montana statues pertaining to land records, taxing, Montana Subdivision & Platting Act and Flathead County's 509D Review Criteria.
- Skill in the use of various office machines and a high level of proficiency in clerical functions.
- Ability to learn the Land System and Recording software applications.
- Ability to accurately and legibly enter information into tract books and Land System.
- Ability to communicate effectively both, verbally and in writing.
- Ability to maintain good working relationships with the general public and staff.
- Ability to work under pressure and handle continual distractions.

Education and Experience:

The minimum qualifications for this position are acquired by a combination of education and experience which includes a high school diploma or GED equivalent and two to three (2 to 3) years of responsible office/clerical experience. Previous land record management experience is helpful including work related to title searches, surveying, mapping, drafting, estate documents and real estate transactions. Equivalencies include any combination of education and experience which indicates possession of the required knowledge, skills and abilities.

Action	Date	Reference
Adopted	06/01/2015	Commissioners' Minutes
Revised	09/05/2018	Commissioners' Minutes