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Job: IRC83648

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## Description

Job Title **PROPERTY TITLE SPECIALIST**Location **Dallas, TX, US**Organization Name **DALLAS COUNTY PUBLIC WORKS DEPARTMENT**

Department Description

Brief Description

Researches and collects real estate documents; prepares abstracts of title and other documentation for the acquisition or conveyance of properties; troubleshoots, identifies and resolves title problems; conducts quality control on work performed by contractors; and provides matrix team support to assists other divisions.

Detailed Description

Searches real estate instruments and prepares abstracts of title; examines instruments to determine specific requirements needed to acquire clear title; and prepares chain of title. Reviews and examines legal land descriptions, parcel plats and right-of-way plans furnished by outside consultants, surveyors and in-house engineers to verify correctness and compliance with property acquisition standards; provides written comments and supporting documentation on errors and omissions; and makes recommendations to correct inconsistencies. Assists acquisition agents and appraisers with problems and questions regarding titles and the preparation of legal documents required to clear title. Reviews payment packages for accuracy to ensure all title requirements have been satisfied in accordance with the title report/commitment. Assists in the preparation of reports, solicitation for bids, court orders, contracts, payments and all related documents and correspondence for the administration of sale and conveyance of tax foreclosure properties, surplus county property, or other real estate acquisition and conveyance. Assists to general inquiries regarding tax foreclosed and surplus properties. Researches property codes and tax code statutes to assess impact of amendments and revisions on county operations. Provides matrix team support on real estate functions and assists in construction project management. Performs troubleshooting duties to resolve and answer questions to determine the existing right-of-way of public/private roads and assists callers and general public, partnering agencies, contract consultants and other departments within Dallas County with current

property ownership and easement information. Performs other duties as assigned.

#### Job Requirements

Graduation from an accredited High School/GED program. Four (4) years of work related experience, with emphasis in title examinations, survey/right of way document review. Knowledge of standard software applications, including engineering/design and surveying software. Ability to effectively communicate both orally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Must possess a valid Texas Drivers License and good driving record. Must maintain a good driving record and remain in compliance with Article II, Subdivision II of Chapter 90 of the Dallas County Code. Must have reliable transportation. Standard office environment. Ability to lift up to 20 lbs., unassisted. Ability to travel to various work site locations.

#### Additional Details

**An extensive pre-employment background investigation will be conducted on all applicants who have been offered a position with Dallas County. The hiring process involves successful completion of each step. The steps include: Criminal History Review, Traffic Violations Record, Review of Personal History Statement and Documents, Physical Examination, and Background Investigation.**

**Dallas County is an Equal Employment Opportunity Employer.**

**AmeriCorps, Peace Corps, National Service Alumni volunteers, and persons with a criminal background are encouraged to apply.**

#### How To Apply

Click the Apply Now button at the Top or Bottom Right of this window and Follow Instructions on Screen.

Minimum Salary **3347.88**

Maximum Salary **4178.71**

Currency **USD**

Requisition Number **PW17-83648**

Amount of Travel

Work At Home

#### Skills

Skill	Minimum Level	Maximum Level	Desirability
No results found.			

#### Documents

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
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