

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:**

**DEEDS OWNERSHIP ANALYST**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform specialized work associated researching deed information for correct transfer property. Duties and responsibilities include maintaining records, researching information, verifying ownership, researching ownership and records in other county offices, providing information and assistance, and performing other duties as assigned. Reports to the Chief Deputy.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Performs research as needed; researches legal records such as deeds, deeds of trust, or other documentation; resolves discrepancies between deed information and mapping, and transfers ownership.

Reviews various records and documentation in association with determining ownership for proper classification of property. Must be able to apply appropriate state accept and reject codes for sales qualification and analysis.

Verifies property ownership from court records; determines partial interests as needed.

Locates and identifies residential lots and rural real property, referring to various maps, property indexes, directories and other documents

Identifies classification changes and forwards to appropriate appraiser for verification and qualification.

Interprets and applies state and local laws pertaining to property appraisal and assessment.

Reads and interprets deeds, maps, and plats.

Prepares or completes various forms, reports, property records, or other documents.

Receives various forms, reports, correspondence, deeds, legal records, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, or other software programs.

Prepares work files; maintains file system of work records.

Coordinates record maintenance with state regional monitor.

Performs general clerical tasks, which may include answering telephone calls, recording messages, copying documentation, sending/receiving faxes, preparing outgoing mail, or filing documents/records.

## **Rutherford County, Tennessee • Deed/Ownership Analyst**

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Communicates with supervisor, employees, other departments, other governmental agencies, local realtors, appraisers, property owners, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge and awareness of applicable laws and regulations; attends workshops and training sessions as appropriate, should be able to develop appraisal ratios.

### **ADDITIONAL FUNCTIONS**

Operates/maintains a county vehicle in conducting inspections or other work activities.

Provides assistance to other positions as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; experience and/or training that includes property appraisal/assessment, construction cost estimation, and real estate is preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of an automobile, personal computer, and general office equipment used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature extremes, traffic hazards, or bright/dim light.

### PHYSICAL DEMANDS ANALYSIS

**1. STANDING AND WALKING**

Estimated Total Hours:   1   Maximum Continuous Time:  10- 15 minutes 

**2. SITTING**

Estimated Total Hours:  6.5  Maximum Continuous Time:  varies 

**3. WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise	X	
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare		X

Inside Building	<u>  0  </u> % of time
Outside	<u> 100 </u> % of time

**4. OTHER JOB DEMANDS**

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting		X
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

**5. HAND USE**

<b>Type of Use</b>	<b>Yes</b>	<b>No</b>	<b>Frequency</b>
<b>Keystrokes</b>	X		80 %
<b>Grasp</b>		X	
<b>Fine Motor i.e: writing, twisting hands or wrist, etc</b>	X		5 %



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

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Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date