

EMPLOYMENT ANNOUNCEMENT

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| TITLE: | TITLE SEARCHER (NY HELPS) |
| STATUS: | PERMANENT |
| BUREAU: | REAL PROPERTY BUREAU |
| LOCATION: | BUFFALO |
| SALARY: | PEF SG 14 (Hiring Rate: \$52,198 ; Job Rate: \$66,634) |

We are seeking talented and motivated support staff to work with our attorneys in the State's law firm. The selected candidate will be part of a fast-paced office, gaining experience while providing public service on behalf of the State of New York. The [Attorney General](#) serves the public interest of all New Yorkers in matters affecting their daily lives, enforcing laws to protect consumers, tenants, patients, workers, investors, and charitable donors. The office coordinates statewide civil and criminal investigations, promoting economic and social justice, encouraging harm-reducing public health strategies, and preserving the state's environment.

Careers with the State offer multiple benefits including **paid vacation leave (13+ days per year)**, sick leave, **paid State holidays off, health insurance** including vision & dental, entry into the **NYS retirement** (pension) system, education and training, eligibility for public student loan forgiveness, and **job stability with promotional opportunities**. Workplace flexibilities include multiple options for employees including **telecommuting** (up to two days per week) and alternative work schedules.

MINIMUM QUALIFICATIONS

NY HELPS:

This title is part of the New York Hiring for Emergency Limited Placement Statewide Program (NY HELPS).

For the duration of the NY HELPS Program, this title maybe filled via a non-competitive appointment, which means no examination is required but all candidates must meet the minimum qualifications of the title for which they apply. At this time, agencies may recruit and hire employees by making temporary appointments. In May 2024, if a temporary NY HELPS employee is satisfactorily performing in the position, the appointment will be changed from temporary pending Civil Service Commission Action to permanent non-competitive and the official probationary period will begin.

At a future date (within one year of permanent appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded with all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

Non-Competitive Minimum Qualifications:

EITHER a high school diploma or a high school equivalency diploma **and** four years of experience being primarily* responsibility for the searching of title(s) to real property in New York State;

OR an associate degree **and** two years of experience being primarily* responsibility for the searching of title(s) to real property in New York State.

*To qualify as acceptable experience, at least 50% of your time must have been spent searching titles to real property in New York State producing complete/full abstracts. A complete/full abstract is the written report on a title search which shows the history of every change of ownership on a real estate property and any claims against the property, such as easements on the property, loans against it, deeds of trust, mortgages, liens, judgments, real property taxes, all subdivisions, and any court orders, etc. Appropriate part-time and volunteer experience will be accepted on a prorated basis.

CURRENT NYS EMPLOYEE: Reachable on the Department of Civil Service eligible list for Title Searcher or permanent or contingent-permanent status as a Title Searcher or eligible to transfer.

DUTIES

- Prepare title searches (Abstracts of Title, Certificates of Twenty-Year Search, and Last Owner Searches) and continuations thereof by searching land records in County Clerks' Offices, determining which instruments affect title and abstracting the material portions of those instruments.
- Search, examine, and abstract records in Surrogate's Court for descent of title to decedent's property and to determine disposition of estate taxes.
- Search records in County Treasurer's Office and, when appropriate, in City or Village Treasurer's Office to ascertain status of taxes, tax liens, or tax sales concerning premises under examination.
- Search, examine, and abstract court records for actions and proceedings affecting premises under examination.
- File appropriation maps and record deeds to the State, making appropriate final continuation searches in County Clerks' Offices. Return official stamped and sealed appropriation to DOT Regional Office in a timely manner.
- Where necessary, make field investigations outside of County Clerk's Office to obtain facts not of record and which may affect title to lands being searched.
- Make direct contact with regional personnel of client agencies to resolve technical problems, assess priorities, and communicate and/or obtain material information concerning premises under examination.
- Assist in the instruction of new Bureau title searchers and attorneys in the preparation of title searches.
- Prepare biweekly Work Analysis Report for review by Bureau Chief on search activities.
- Perform other duties as assigned.

*This is a "field position" which requires frequent travel between Cattaraugus, Chautauqua, Erie, Niagara, and other counties, as necessary. At the time of appointment, the applicant must possess a valid driver's license to operate a motor vehicle in New York State or otherwise demonstrate his or her capacity to meet the transportation needs of the job. Certain travel expenses will be reimbursed on a fixed schedule.

HOURS

The agency's hours of operation are Monday through Friday, between 8:00 am and 5:30 pm (37.5 hours/week). Scheduling determinations are dependent upon the needs of the Bureau and will be communicated during interviews.

HOW TO APPLY

Applications **must** be submitted online. To apply, please click on the following link:

[Title_Searcher_Buffalo_Due_May_14.](#)

In your submission, please provide a cover letter that includes a statement describing how you meet the minimum qualifications and a copy of your resume. If you are substituting a degree for a portion of the required experience, please include a copy of your degree/transcript.

*Candidates from diverse backgrounds are encouraged to apply.
The OAG is an equal opportunity employer and is committed to workplace diversity.*

POSTED APRIL 30, 2024