

EMPLOYMENT ANNOUNCEMENT



TITLE: TITLE SEARCHER

STATUS: PERMANENT

BUREAU: REAL PROPERTY

LOCATION: POUGHKEEPSIE

SALARY GRADE (SG): SEE BELOW

Base salary will include an additional \$2,000 per year in downstate adjustment location pay

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 may be 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 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 QUALIFICATIONS:

- **Title Searcher** (PEF SG 14, current starting salary \$53,764, job rate \$68,630)
High school diploma or a high school equivalency diploma and four years of experience being primarily responsible for the searching of title(s) to real property in New York State.

Substitution:

An associate degree and two years of experience, being primarily responsible for the searching of title(s) to real property in New York State.

OTHER WAYS TO QUALIFY:

Reachable on the Department of Civil Service Eligible list for Title Searcher.

OR

55 B/C: This position is eligible for 55b/c appointment, and candidates with 55b/c eligibility are encouraged to apply. To be eligible for a 55b/c appointment, the candidate must be enrolled in the Civil Service 55b/c program and meet the minimum qualifications listed above.

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: Dutchess, Putnam, Westchester, and Columbia counties**

HOURS

The agency's hours of operation are Monday through Friday, between 8:30 a.m. and 5:00 p.m. (37.5 hours/week). Scheduling determinations depend on the needs of each Bureau and will be communicated during interviews.

HOW TO APPLY

In your submission, you must provide sufficient information to determine from your resume and/or cover letter that you meet the minimum qualifications stated above. If a certificate or degree is required to demonstrate that you meet the minimum qualifications, you must provide proof that you hold the required certificate or degree. To apply, please send your resume, cover letter, and a copy of your degree/transcript (if applicable) to HR.Recruitment@ag.ny.gov. Be sure to include the Vacancy # and Title of the position in the subject heading of your email.

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

Posted August 12, 2025