

EMPLOYMENT ANNOUNCEMENT



TITLE: TITLE SEARCHER
STATUS: PERMANENT
BUREAU: REAL PROPERTY
LOCATION: UTICA
SALARY GRADE: PEF, SG-14
(Hiring Rate: \$56,183; Job Rate: \$71,719)

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:

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.

OR

An **associate degree AND two years of experience** being primarily responsible* 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. If such title searching was combined with other activities, your application MUST show the approximate percentage of time spent title searching. Appropriate part-time and volunteer experience, which can be verified, will be accepted on a prorated basis. New York State residence is not required.

For the purposes of this posting 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 sub-divisions and any court orders, etc.

OTHER WAYS TO QUALIFY:

Eligible for a lateral transfer or eligible for transfer under Section 70.1 of the Civil Service Law by having one year of permanent competitive service in an appropriate title. To determine if your current Civil Service title is eligible for transfer to this title, visit the Career Mobility GOT-IT website (<https://careermobilityoffice.cs.ny.gov/cmo/gotit/title-search/>).

NOTE: Employees appointed via the NY HELPS program are restricted for promotional appointment until their position is covered into the competitive class by the New York State Civil Service Commission (CSC), or they otherwise obtain permanent competitive status. The CSC has recently covered-in employees who were appointed via NY HELPS on a permanent or contingent permanent basis between June 11, 2025, and July 15, 2026. You may wish to apply if you received a permanent NY HELPS appointment to a qualifying title within these timeframes and are interested in this opportunity. Your eligibility for promotion will be reviewed by Human Resources. Employees with a permanent NY HELPS appointment occurring effective July 16, 2026, or later will be addressed with a subsequent cover-in.

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 Madison, Oneida, Herkimer, Hamilton, Fulton, and Montgomery counties. Travel to other counties may be required from time to time.**

****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 8:30 a.m. and 5:00 p.m. (37.5 hours/week). Scheduling determinations depend on the needs of the Bureau and will be communicated during interviews.

ADDITIONAL COMMENTS

For new State employees appointed to graded positions, the annual salary is the hiring rate (beginning of the Salary Range) of the position. Promotion salaries are calculated by the NYS Office of the State Comptroller (OSC) in accordance with NYS Civil Service Law, OSC Payroll rules and regulations, and negotiated union contracts.

The Office of the NYS Attorney General (OAG) cannot provide sponsorship for work authorization. Candidates need to be authorized to work in the United States to be employed by this agency. It is incumbent upon employees to maintain work authorization for the duration of their employment with the OAG. This agency does not participate in E-Verify for work authorization purposes.

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.

The Office of the NYS Attorney General provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us at HR.Recruitment@ag.ny.gov or (518) 776-2500.

Posted September 11, 2026