

JOB DESCRIPTION

Benchmark #003

Ministry: Attorney General
Branch: Land Titles
Location: Kamloops

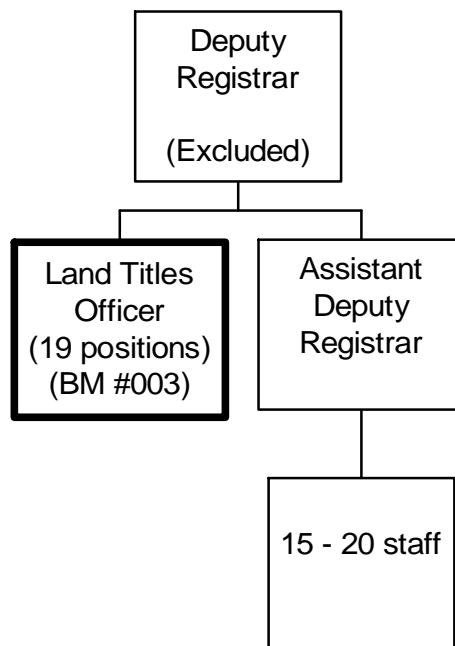
Working Title: **Land Titles Officer**
Level: Range 14
Classification: Administrative Officer

PRIMARY FUNCTION

To determine whether documents presented by an applicant are sufficient to establish an estate or interest in land and examine and rule on the acceptability of all classes of subdivision plans submitted to Land Titles.

JOB DUTIES AND TASKS

1. Examines applications and documents to determine if a good safeholding and marketable title has been established
 - a. examines documents attached to registration applications including debentures, supplemental trust deeds, bankruptcies and foreclosures to determine compliance with applicable guidelines, policies, Acts and regulations
 - b. searches existing documents and records to determine the current state of title to the land in question
 - c. registers applications after establishing that good safeholding and marketable title exists
 - d. processes certificates of pending litigation, caveats and judgements and serves notices by preparing and mailing formal documents
 - e. refers to the Deputy Registrar applications that are precedent setting or require special consideration
 - f. applies the Land Titles Act and numerous statutes and their regulations, legal precedents and general registry guidelines to register land titles transactions
2. Examines and rules on the acceptability of all classes of subdivisions submitted to Land Titles
 - a. examines plans against Surveyor General's Regulations, the Land Titles Act and other relevant legislation and checks that dimensions and areas are within closure limits
 - b. compares plans with existing survey records
 - c. registers various plans such as right of way plans, explanatory plans and by-law plans
 - d. issues titles for newly created lots
3. Communicates with applicants or their agents such as solicitors, notaries public, financial institution managers and surveyors regarding acceptability of applications or plans
 - a. confirms if applications or plans are defective
 - b. requests additional information or evidence necessary to file the applications or plans with the Land Titles Registry
 - c. provides information to BC Land Surveyors, solicitors and notaries public regarding plans held within Land Titles
4. Performs other related duties
 - a. provides direction to support staff in registry procedures
 - b. responds to inquiries in person and over the counter regarding registration of plans and documents
 - c. checks that applicable fees are charged for each application



REASON FOR CLASSIFICATION

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Job Title: Land Titles Officer

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the goals and objectives of the land titles program and related legislation to establish an estate or interest in land and rule on the acceptability of all classes of subdivision plans.</p>	F	190
2	<p>MENTAL DEMANDS Judgement to apply structured study, analysis and interpretation of land titles legislation such as the Land Titles Act, legal precedents and subdivision plans and choose an approach using a combination of accepted land titles procedures to register land titles and determine acceptability of subdivision plans.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATIONS SKILLS Discretion required to exchange information needing an explanation of land titles legislation and practices with parties who are transferring land titles or submitting sub-division plans.</p>	C	30
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to use a keyboard to input land titles and sub-division plan information on a computer with some requirement for speed to meet legislated deadlines.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general procedures or instructions, selects alternative courses of action to register land titles transactions by examining and accepting or rejecting titles applications and examining and ruling on acceptability of subdivision plans.</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to determine the appropriate land registration fees owing from a schedule.</p>	C	15
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to control processes used to rule on the acceptability of land titles and other legal documents to ensure the quality of land registry and subdivision file data against legal standards.</p>	E	33

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal orientation to office support staff on registry procedures.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Limited care and attention to calm clients who are angry or upset because their applications have been rejected.	B	10
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently scrutinize land transaction documents and subdivision plans.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to view applications, sub-division plans and computer screens.	C	12
12	SURROUNDINGS Exposure to regular unpleasant dealings with upset people.	B	4
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 555

Level: Range 14