

Title: Abstractor Aide	Effective Date: June 24, 2017	Grade: VIII	Job Category: Admin Support
Prior Title: Initial Distribution	Prior Effective Date:	Grade:	Page: 1 of 1

CHARACTERISTICS OF WORK

Under direct supervision, this position is responsible for supportive duties in the Right of Way Division.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Assist Abstractors in preparing title research.
- Draft appropriate documents for real estate closings (e.g., corporation warranty deed and limited liability company warranty deed).
- Review and understand title insurance policies and title requirements.
- Prepare appropriate instruments to obtain releases of various liens and encumbrances to obtain clear fee simple title, or prepare appropriate written waiver documents.
- Check and review legal descriptions, surveys and plats.
- Assist in maintenance of closing database.
- Perform general office and clerical duties related to real estate acquisitions.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Knowledge of different legal entities with regard to real estate conveyances. Knowledge of Microsoft Word, Excel, Access, and Outlook. Effective communication, writing, and organizational skills. Detail-oriented and ability to manage multiple tasks simultaneously in a deadline-oriented environment.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.

