

**REALTY CLERK, REALTY ASSISTANT, REALTY TECHNICIAN
LEGAL INSTRUMENTS (CONVEYANCE) EXAMINER**

Essential Competencies

ENTRY LEVEL

Description: These competencies identify the Knowledge, Skills and Abilities required to perform basic tasks in the typing and preparation of legal and land acquisition documents, in performing records management and preparing reports. Some documents are prepared and typed in draft. Work is closely supervised and reviewed for compliance with set procedures.

I. LEGAL AND LAND ACQUISITION DOCUMENTS

- A. Types and assembles legal descriptions, appraisal and title purchase/delivery orders, individual or corporate offers to sell or purchase, check vouchers, releases, easement terms, relocation packages, etc.
- B. Assists in preparation and typing of requests for preliminary and final title opinions from the Solicitor's Office, closing and escrow services and Notifications of Closing

II. RECORDS MANAGEMENT AND REPORTS

- A. Establishes and maintains the tract file system
- B. Assists in maintaining the Management Information System (MIS)
- C. Retires deed files and transmits to the Washington Office
- D. Assists in retiring files to the Federal Archives

KNOWLEDGE, SKILLS AND ABILITIES

Basic familiarity with Federal and National Park Service land acquisition regulations, procedures and policies

Knowledge of the Management Information System and reports generated by the system

Skill of a qualified typist to operate word processing equipment

Understanding of administrative procedures

Thorough knowledge of English grammar, spelling and punctuation

Familiarity with legal instruments used to vest title
in the United States

DEVELOPMENTAL LEVEL

Description: These competencies identify the Knowledge, Skills and Abilities required to perform more difficult tasks in the preparation and typing of legal and land acquisition documents, in performing records management and preparing reports. There is some room for judgement in the interpretation of guidelines. Work is performed under normal supervision.

I. LEGAL AND LAND ACQUISITION DOCUMENTS

- A. Independently prepares and types purchase orders for title and appraisal and various documents such as individual or corporate offers to sell or purchase, just compensation letters, acceptance letters and check vouchers, relocation letters and claim forms
- B. Independently prepares the Notification of Closing
- C. Prepares and types condemnation assemblies
- D. Prepares transmittal memorandum with title evidence for Solicitor's preliminary and final title opinion

II. LAND TITLE/LAND RECORDS

- A. Orders final title evidence and independently prepares and types closing and escrow instructions inclusive of the following documents:
 - 1. Various types of deeds, i.e., Warranty, Grant of Easement, Donation
 - 2. Payment and closing sheet
 - 3. Purchase/delivery order requesting closing services and title evidence reflecting ownership in the United States
 - 4. Prepares other documents as required by state/county law

III. RECORDS MANAGEMENT AND REPORTS

- A. Maintains the Management Information System (MIS) which requires the performance of the following duties:
 - 1. Screens documents to determine entries into system
 - 2. Independently enters data and checks system for accuracy

3. Retrieves ad hoc reports from system to monitor status of land acquisition program
 4. Reviews the Master Deed Listing (MDL) to ensure accuracy
 5. Enters and determines Payment in Lieu of Taxes information
- B. Prepares various reports and statistics to provide status and to monitor acquisition program
- C. Independently retrieves the proper documents from tract files and retires same to the Washington Office
- D. Independently retires files to the Federal Archives

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Federal and National Park Service land acquisition regulations and policies

Knowledge of National Park Service Land Acquisition Procedures

Thorough knowledge of legal instruments used to vest title in the United States

Familiarity with Department of Justice Procedural Guide for the Acquisition of Real Property

Familiarity with Department of Justice Standards for the Preparation of Title Evidence

Familiarity with the Uniform Relocation Act of 1970, as amended

Knowledge of Department of Justice requirements for submission of condemnation actions

Thorough knowledge of the Management Information System and reports generated by the system

Skill of a qualified typist to operate word processing equipment

Knowledge of administrative procedures in accounting operations and procurement

Thorough knowledge of English grammar, spelling and punctuation

FULL PERFORMANCE LEVEL

Description: These competencies identify the Knowledge, Skills and Abilities required to perform advanced tasks in the preparation of legal and land acquisition documents. Reviews and examines title evidence and resolves title defects. Individual receives minimal supervision and resolves most issues independently using sound judgment in selecting proper methods and in applying regulations.

I. LEGAL AND LAND ACQUISITION DOCUMENTS

- A. Initiates individual or corporate offers to sell or purchase and just compensation letters
- B. Upon conclusion of negotiations, initiates acceptance of offer letters and check vouchers
- C. Independently prepares the Notification of Closing
- D. Independently prepares condemnation assemblies and assists with the processing of cases with the U.S. Attorney's office
- E. Prepares final title evidence transmittal with all appropriate documents to the Solicitor

II. LAND TITLE/LAND RECORDS

- A. Responsible for obtaining preliminary title evidence/endorsements
- B. Examines title abstracts or commitments for encumbrances or liens which may affect title and undertakes action to correct defects following instructions on the preliminary title opinion
- C. Orders final title evidence and independently prepares closing and escrow instructions inclusive of the following documents:
 - 1. Various types of deeds, i.e., Warranty, Grant of Easement, Donation
 - 2. Payment and closing Sheet
 - 3. Purchase/delivery order requesting closing services and title evidence reflecting ownership in the United States
 - 4. Prepares other documents as required by state/county law
 - 5. As necessary, prepares and develops leases, disclaimers, mortgage satisfactions, tax releases, affidavits, etc.

III. RECORDS MANAGEMENT AND REPORTS

- A. Upon completion of acquisition, provides a final tract file review and takes action to retire file in accordance with National Park Service guidelines

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of local, State and Federal real estate laws

Thorough knowledge in the preparation of real estate transfer documents such as deeds and other legal documents in the format, terminology and verbiage to meet Department of Justice legal standards and in accordance with state laws and requirements

Thorough knowledge of title requirements and the skills and experience necessary to perform curative work on title problems and deficiencies

Knowledge of Department of Justice requirements for submission of condemnation actions

Knowledge of administrative procedures in accounting operations and procurement

Knowledge of Department of Justice Procedural Guide for the Acquisition of Real Property

Knowledge of Department of Justice Standards for the Preparation of Title Evidence

Knowledge of the Uniform Relocation Act of 1970, as amended