



## **Title Research Specialist**

The Genesee County Land Bank Authority (GCLBA) seeks to hire a part-time Title Research Specialist to join our team selling properties in Genesee County that have gone through the tax foreclosure process. The position works primarily independently reviewing title and ownership history on properties and preparing documents to complete a Quiet Title Process according to MCL 124.759.

The Genesee County Land Bank Authority is a government body formed in 2004 to take advantage of state legislative changes granting communities with access to tools to return tax foreclosed properties to productive re-use. The Land Bank works closely with community partners to demolish blighted dangerous structures, clean and green vacant lots, renovate structures as funds are available, and sell properties.

For additional information about the Genesee County Land Bank please go to: [www.thelandbank.org](http://www.thelandbank.org).

### **RESPONSIBILITIES:**

The Title Research Specialist will work under the direction of the Sales and Development Manager to assist in the sale of tax foreclosed properties transferred to the Genesee County Land Bank. This position will work with internal departments as well as local municipalities, title companies, and attorneys to understand the title status of the property.

#### **Duties Include:**

- Processing and evaluating parcel ownership history to determine the need for Quiet Title.
- Communicating with customers and previous owners regarding the Quiet Title process.
- Communicating and working with county and local units of government on resolving issues pertaining to property ownership.
- Verifying and confirming data from multiple different sources.
- Evaluating ownership history to ensure all necessary parties are properly served and notified of court dates.
- Working with Title Companies, Real Estates Agents, and Attorneys.
- Ensuring policies and legal requirements have been met.
- Preparing reports for use by management.
- Preparing documents for court proceedings.
- Assisting with general support to staff.

### **REQUIREMENTS:**

- A. Customer service must be a priority.
- B. Exceptional attention to detail is a must.

- C. Demonstrated capacity to work well with diverse populations.
- D. Excellent communication skills; both verbal and written.
- E. Strong aptitude to learn and adapt to technology.
- F. High Proficiency in modern computer software including database and spreadsheet software, preferably Microsoft Word, Excel, and Access.
- G. Excellent organizational skills and the ability to work on multiple files concurrently.
- H. Applicants may be tested for proficiency with Microsoft Office Suite software, especially Excel.
- I. Excellent work attendance is a necessity.
- J. Good use of discretion and care to keep personal and private information confidential.
- K. Knowledge of State, County, and local government taxing methods and procedures is highly preferred.
- L. Knowledge of real estate transfer, deed preparation, and title work methods and procedures is also highly preferred.
- M. At least a Bachelor's Degree in business, marketing, economic development, or a similar field with at least two (2) years of work experience is required. Preferred work experience includes:
  - a. Real Estate
  - b. Title Research
  - c. Probate Research
- N. In lieu of a Bachelor's Degree, the following may be considered:
  - a. At minimum, a High School Diploma with some college and at least four (4) years of work experience in a Register of Deeds, Treasurers Office, Real Estate Office, Title Company, Real Estate Law Firm or a Land Bank. Specific experience working at other institutions may be considered.

**III. DESIRED CHARACTERISTICS:**

- A. Ability to multitask, to prioritize workload; to prepare reports; to develop, evaluate, and interpret legal requirements.
- B. Ability to interact professionally in a personable manner with agency staff, customers, as well as, individuals at all levels of government.
- C. Be comfortable in a supporting role and able to handle tight deadlines and tasks with efficiency and tenacity.
- D. Willing to perform data entry and file management tasks.
- E. Work at a high level of intensity.
- F. Relish in evaluating checklists and required documentation quickly to ensure legal compliance.
- G. Strong communication, analytical, and problem solving skills.
- H. Ability to work as a team and complete a range of tasks to achieve Quiet Title judgements within defined timeframes.
- I. Perform other relevant duties and special projects as requested.

**IV. COMPENSATION:**

\$18.26/ hour

**V. CONTACT:**

**Please send resume and cover letter by March 1, 2019 at 4:00 pm EST**

**By Mail:**

Dawn Everett  
Sales and Development Manager  
Genesee County Land Bank Authority  
452 S. Saginaw Street, Second Floor  
Flint, MI 48502

**By e-mail:**

[deverett@thelandbank.org](mailto:deverett@thelandbank.org)

Attn: Title Research Specialist Position

**EOE STATEMENT:** We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.