

# ABTRACTOR

## SUMMARY

Responsible for searching, reviewing and compiling legal records and documentation, such as but not limited to deeds and mortgages, pertaining to specific real property, and summarizing all information relating to title in a cohesive report.

## DUTIES AND RESPONSIBILITIES

- Search and review land records filed in the Monroe County Clerk's office, both in person and online, for information pertaining to a specific property and accurately set out that information in abstract format
- Review land record searches performed by contracted field vendors in various counties throughout the State of New York and set out the appropriate information in abstract format.
- Search and obtain records from the Monroe County Surrogates Court
- Search and obtain property tax information from Monroe County, City of Rochester and various villages and towns in the surrounding area
- Assist in the preparation of documentation such as deeds and mortgages for recording in the Monroe County Clerk's Office, as needed
- Assist with quality control procedures, such as proofing search work, as needed.

## REQUIRED EXPERIENCE

- 2-3 years of experience within the Title Insurance industry, including but not limited to abstracting and/or examining, required.

## REQUIRED SKILLS

- Must be proficient in computers
- Must have exceptional reading and comprehension skills
- Must have excellent interpersonal and communication skills
- Must be able to demonstrate good analytical and researching abilities
- Must possess strong organizational skills and pay close attention to detail
- Must be a good problem solver with an ability to multitask in a fast paced environment
- Must be able to work under pressure and meet deadlines