

Title: Abstractor	Effective Date: January 31, 2023	Grade: XII	Job Category: Professional
Prior Title: Abstractor	Prior Effective Date: March 2, 2021	Grade: XII	Page: 1 of 1

CHARACTERISTICS OF WORK

Under direct supervision, this position prepares history of title to real property in any county in the State of Arkansas for the sole and exclusive use of the Department in the acquisition of real property for construction, maintenance, and operations projects.

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 Department of Transportation is an "at will" employer.

- Prepare complete title information on real property for a period of not less than 30 years, or as directed.
- Check all necessary items when updating or preparing title certificates.
- Provide plats, surveys, and deeds for right of way plans.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a diploma from an accredited high school. Work experience as an abstractor, including experience in searching a chain of title and lien searches in county courthouses.

Knowledge, skills and abilities: Working knowledge of the rectangular grid system and demonstrated proficiency in manually plotting legal descriptions. Proficiency in title research. Proficiency in basic computer skills desired, including a working knowledge of Microsoft Word, Excel and Outlook.

Working conditions: Statewide travel including overnight travel as necessary.

Licenses, registrations and certifications: Applicants for this position must have passed the examination given by either the Arkansas Abstractor’s Board of Examiners or the Arkansas Title Insurance Agent's Licensing Board prior to or within 180 calendar days of hire. Failure to pass the examination within the 180-day period may result in immediate termination. Valid driver's license.

NOTE: ARDOT abstractors are not to be considered registered abstractors as defined by the Abstractor's Licensing Law of 1969.

("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.