

DOCUMENT EXAMINER

GENERAL

An employee in this class is responsible for the examination of legal documents for compliance with the laws and regulations governing the registration of title to the land. He also examines land descriptions in documents for adequacy and accuracy. General direction for legal examinations is received from the District Registrar and Deputy District Registrar and for the plans of survey and land description from a Survey Examiner 4.

TYPICAL DUTIES

- Examines transfers, mortgages, discharges of mortgages, survivorship requests, and various other legal documents for adequacy and accuracy to ensure compliance with the laws and regulations governing registration of title to land.
- Examines documents to ensure accuracy and adequacy of land description.
- May rewrite or edit land descriptions for simplicity and/or conformity to standards or may refer to a Survey Examiner 4 where descriptions are very complex.
- Rejects documents which are unfit for registration and notifies appropriate party.
- Assists the general public and members of the legal profession with registration procedures.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

- A working knowledge of the procedures, laws, regulations and precedents governing the operation of a land titles office.
- Ability to establish and maintain effective working relationships with other staff, members of the legal profession and the general public.
- The ability to read and interpret plans of surveys.
- Ability to write clear, concise and accurate land descriptions and edit or recommend changes.

Education, Training and Experience

Grade XI education and a minimum of seven years' experience in a senior land titles clerk position.

“This information is available in alternate formats upon request.”

Physical Standards

Physically capable of performing the duties assigned.