

LAND TITLES CLERK 1

GENERAL

This is the junior or recruitment level for clerical positions in the Land Titles Offices in the province. Incumbents will remain in this category for a minimum of six months and may be promoted on the recommendation of the District Registrar to Land Titles Clerk 2 when performance has reached a satisfactory level. The duties consist of a wide range of specialized tasks at the learning level. Incumbents are trained in land titles practice and procedures and may exercise judgment and initiative when performing the duties learned. Supervision consists of instruction and advice about procedures and the handling of specific queries from the public.

TYPICAL DUTIES

Assists the public in searching certificates of title, mortgages, discharges of mortgage, transfers of mortgage, judgments, liens, caveats, real property applications, death transmissions and other instruments affecting an interest in or title to land.

May file or withdraw items in a subject or coded file such as certificates of title and other instruments which are being used by the public.

May arrange items in subject or code order prior to checking with senior officials.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Basic knowledge of standard office procedures and methods.

An aptitude for learning the basic principles of a Torrens System of land title registration and the body of specialized legal rules and procedures which must be followed.

Ability to work with a minimum of direction.

Ability to work in harmony with others and to deal effectively with the public.

Education, Training and Experience

Grade XI education with some previous experience in office work, either inside or outside the government service.

Physical Standards

Physically capable of performing the duties assigned.

LAND TITLES CLERK 2

GENERAL

This is responsible and moderately difficult clerical work involving providing information and assistance to the public as well as the processing of instruments dealing with land, either at the Winnipeg Land Titles Office or at a Land Titles Office maintained outside the Winnipeg Land Titles District. The work includes the recording of instruments in their many phases from registration to completion and delivery or retention of same, as well as attending upon the public to answer queries, provide title documents for searching and explain various entries. Difficult decisions may be referred to more senior clerks, or professional personnel. Supervision is mainly in the form of advice and assistance from more senior personnel, usually a Land Titles Clerk 3 or 4. Competent work is essential because errors or omissions may lead to a claim against the Assurance Fund.

TYPICAL DUTIES

May assist the public in searching certificates of title, and any instruments or registrations such as mortgages, transfers, death transmissions, real property applications affecting a title or an interest in land.

May record entries as required on registered documents and deliver outgoing instruments.

May endorse memorials on registers as required.

May prepare instruments for signing by deputies; may separate and prepare instruments for delivery.

May assist in preparing transmissions, real property applications, etc. for deputies to examine.

May aid in handling all searches under The Registry Act.

May perform routine clerical work relating to tax sales.

May maintain and issue all supplies for the office and keep a record of same.

May make entries in day book.

May operate copying equipment.

Performs other related duties as assigned.

NOTE: In the rural offices as the volume of work is considerably less, the work of this class is characterized by a greater variety of duties performed under the direction of senior personnel.

QUALIFICATIONS

Knowledge, Abilities and Skills

Good knowledge of standard office procedures and methods particularly as they relate to the detail of land titles procedure.

Good knowledge of statutes, regulations and practices governing the processing of instruments dealing with land.

Ability to maintain records.

Ability to work with a minimum of direction.

Ability to work in harmony with others and to deal effectively with the public.

An aptitude for learning the basic principles of a Torrens System of land title registration and the body of specialized legal rules and procedures which must be followed.

Education, Training and Experience

Grade XI education and a minimum of six months' experience as a Land Titles Clerk 1.

Physical Standards

Physically capable of performing the duties assigned.

LAND TITLES CLERK 3

GENERAL

This is the intermediate level of clerical work in a rural or Winnipeg Land Titles Office where more advanced knowledge of land titles procedure and bookkeeping methods is essential and where duties are more complex and responsible. Employees make work decisions guided by established policy and precedents. Unusual or unfamiliar situations may require consultation with senior personnel. In many cases, employees supervise a junior Land Titles Clerk 1 or 2 and are required to give instruction and direction to such staff. The work of a Land Titles Clerk 3 is differentiated from the Land Titles Clerk 2 by the difficulty, complexity and responsibility of the duties assigned to the position. Many of the duties assigned to this level carry a grave risk of loss to the Assurance Fund in the event of error or omission, e.g., General Register Searches or Certificates.

TYPICAL DUTIES

May make searches in the general register for liens, judgments, etc., that affect the land titles office documents, record same and certify as to search.

May prepare and certify all general register certificates.

May examine company charters, marriage and death certificates, powers of attorney, letters patent as to their validity and record same.

May prepare certificates of search, charges, certified copies and various other documents required by government departments and compare same with the original documents.

May receive all cash in the Winnipeg Land Titles Office, prepare daily bank deposits, receive all instruments for registration, deliver rejections and assist the Senior Accountant as required.

May act as the office accountant in a rural land titles office.

May prepare work for both survey and legal examiners by organizing all relative items and comparing with original titles ensuring that all necessary endorsements have been affixed and are correct.

May prepare transmissions, real property applications, etc. for deputies to examine.

May reject incomplete instruments.

May maintain and control title files.

May have regular contact with the legal profession and the general public where explanations are given.

Performs other duties as assigned.

NOTE: In a rural office where the volume of work is considerably less, the work of this class is characterized by a greater variety of duties. May perform the duties of the Senior Clerk in his absence.

QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of all aspects of land titles procedure.

A good working knowledge of statutes, regulations and practices governing land titles processing.

Some knowledge of bookkeeping principles and practices.

Ability to work in harmony with fellow workers and to deal effectively with the public.

Ability to work well with figures.

Ability to exercise judgment

Education, Training and Experience

Grade XI education with a minimum of three years' experience as a Land Titles Clerk 2.

Some bookkeeping training is desirable.

Physical Standards

Physically capable of performing the duties assigned.

LAND TITLES CLERK 4

GENERAL

This is senior clerical work in land titles offices in the Province where incumbents are responsible for a highly specialized phase of land titles work or in the larger rural offices, may act as assistant to the District Registrar. Supervision over subordinates is usually a feature of this class; both initiative and judgment must be exercised constantly. Independence of action is essential and decisions of a non-legal character are regular components of the work of this class. Work of this class differs from that of a Land Titles Clerk 3 by the supervision exercised, the complexity of duties assigned and the responsibility for making final decisions of a non-professional character.

TYPICAL DUTIES

May give final check to all instruments as the last step prior to signing by an official.

Ensures that documents are in order and that fees are correct.

May maintain and control a hold-up file and notify a person who has registered a document that it is held up pending satisfaction of stated requisitions.

May receive evidence by affidavit or otherwise and act upon it to permit registration of documents clear of judgments or liens against persons of similar name.

May examine and enter in journals all liens, judgments, caveats, etc., or may reject these instruments if they do not meet requirements.

May be responsible for lapsing of judgments when time has expired and making appropriate entries in journals.

May supervise all clerical work under the Registry Act and issue general register certificates related to the statute.

May supervise all filing under the Registry Act and oversee the preparation of transmissions and real property applications for processing prior to their inspection by legal examiners.

May supervise a small group of subordinates who are performing other aspects of the duties.

In a rural office which does not have an established position for a Senior Land Titles Clerk (Rural) may perform all of the duties assigned to that position including acting as office manager and supervising and training junior staff.

Has regular contacts with the legal profession and the general public where explanations are given.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

A thorough knowledge of the procedure and mechanics of land titles office operation, and of the legal rules and precedents established.

A good knowledge of legal statutes regarding land titles practices and other statutes such as Registry Act, Mechanics' Lien Act.

Ability to establish and maintain effective relations with other staff and the public.

Ability to plan, assign and review the work of subordinates.

Ability to prepare reports and maintain records.

Education, Training and Experience

Grade XI education with a minimum of five years' experience as a Land Titles Clerk 2 and/or 3.

Physical Standards

Physically capable of performing the duties assigned.

LAND TITLES CLERK 5

GENERAL

This is senior clerical work in a larger rural Land Titles Office where incumbents require a thorough knowledge of all aspects of land titles procedure, a good knowledge of statute law as it affects the registerability of documents in a Land Titles Office, and may act as assistant to the District Registrar. Supervision and training of subordinates is a feature of this class; both initiative and judgment must be exercised constantly. Duties of Land Titles Clerk 5 are marked by their difficulty and complexity particularly where oil and minerals are involved.

TYPICAL DUTIES

May examine such instruments as are delegated to him by the District Registrar as to form and execution.

May perform the duties of Survey Examiners 2, 3 and 4 involving the examination of legal documents for adequacy and accuracy of land descriptions; rewriting descriptions where necessary, examining and processing special surveys, subdivisions, by-laws, orders-in-council, expropriations, etc., and examining and approving Municipal Board Orders for cancellation of plans of sub-divisions and Certificates of Title, as the foregoing may affect his office.

May act as the Deputy of the District Registrar under the Old System registering instruments, issuing abstracts.

May make preliminary checks of abstracts and documents preparatory to issue of title to bring land under The Real Property Act.

May check and process caveats, including caveats affecting oil leases.

May perform the duties of Tax Official 2 including the examination of all instruments presented for registration to determine the tax status, the collection and recording of payment of tax sale monies and the interpretation of laws, rules and regulations pertaining to tax sales.

May act as Office Manager, and assume responsibility for the office during the absence of the District Registrar.

May train and consult with junior staff on office procedure.

May consult with members of the legal profession, and the public generally, as to Land Titles Office practice and the processing of particular documents.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

A thorough knowledge of all aspects of Land Titles procedure and practice.

A good knowledge of statute law as it affects the sufficiency for registration of documents in a Land Titles Office, and ability to apply it.

Ability to establish and maintain effective relations with other staff, the public and the legal profession.

Ability plan, assign and review the work of subordinates.

Ability to prepare reports and maintain records.

Education, Training and Experience

Grade XI education with a minimum of six years' experience as a Land Titles Clerk 2 and/or 3.