

- [Massachusetts Court System](#)

Title Examiner Series

Boston, Massachusetts, United States

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TRIAL COURT MISSION

The Trial Court is committed to:

- Fair and impartial administration of justice;
- Protection of constitutional and statutory rights and liberties;
- Equal access to justice for all in a safe and dignified environment with policies and practices that strengthen and support diversity, equity, and inclusion;
- Efficient, effective, and accountable resolution of disputes;
- Prompt and courteous service to the public by committed and dedicated professionals utilizing best practices in a manner that inspires public trust and confidence.

The Massachusetts Trial Court is an Affirmative Action/Equal Opportunity employer and provides equal opportunity in state employment to all persons. No person shall be denied equal access because of race, creed, color, religion, national origin, ancestry, sex, sexual orientation, gender identity, age, pregnancy, military or veteran status, physical/mental disability; or genetic information. If you need a reasonable accommodation, or have any questions or concerns about being afforded fair and equal treatment, please contact the HR Benefits Team at reasonableaccommodation@jud.state.ma.us.

Title Examiner Series

- 493869
- Boston, Massachusetts, United States
- Land Court
- Legal/Attorney
- Full-time
- Closing at: Mar 14 2022 at 23:55 EDT

Title: Title Examiner Series

Pay Grade: Grade 18

Starting Pay: \$ 78,501.47

Departmental Mission Statement: The Land Court's mission is to provide an accessible forum where specialized expertise is applied to resolve disputes involving the ownership, development, and use of real property throughout the Commonwealth. The judges and staff are committed to serving the public and the real estate and trial bars in a respectful, efficient manner by issuing decisions that are equitable and legally well-reasoned, and by providing readily available, reliable guidance to property owners and registries of deeds regarding registered land transactions.

[LAND COURT ORGANIZATIONAL PROFILE](#)

Notes: You must upload a resume to your profile to be considered for this position, in addition to completing all the application steps.

This position is designated as an OPEIU, Local 6 Professional Unit position and is covered by the Collective Bargaining Agreement with O.P.E.I.U., Local 6.

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There are two (2) title examiner positions. Although the successful candidates will have broad experience and will be available to serve the court in a variety of areas, both positions initially will be concentrated in the Registered Land Department.

Position Summary: This series is responsible for performing a variety of title-related legal duties at the Land Court. Title Examiners, appointed pursuant to G.L.c. 185, s.12, perform their duties under the direct supervision of the Chief Title Examiner and are subject to the overall direction of the Chief Justice and the Recorder of the Land Court.

The position title above the entry-level requires the performance of increasingly more responsible and varied work. Employees are hired at the entry-level position title and are eligible for reclassification to the higher-level position title within this series consistent with the specification for the higher-level position title. The position title reverts to the entry-level position title when there are vacancies.

ORGANIZATIONAL LEVELS: This position is part of a series that includes a number of levels. Employees are appointed to the entry-level and are eligible to advance to the higher level consistent with this job description and Trial Court policies.

Title Examiner I - This is the entry-level position title within this series. Employees at this level are expected to perform the full range of entry level duties and to train for the next higher level.

Title Examiner II - This is the second level position title within this series. Employees at this level are expected to perform higher level duties which require more legal knowledge, knowledge of court procedures and operations and the exercise of more independent judgment.

Major Duties:

Title Examiner I Duties:

- Reviews and prepares abstracts and narratives of real estate titles and other title documents, records, and filings;
- Reviews and processes pleadings and submissions in tax title foreclosure cases for validity and compliance with applicable laws including MGL c. 59 and 60, including review of title work and diligent searches;
- Reviews and approves documents presented for registration, interacting with the court's Registered Land Districts, attorneys, and the public;
- Reviews, processes, and performs title-related work relating to complaints for original registration and confirmation, complaints subsequent to registration; tax foreclosure cases, Miscellaneous cases and other matters pending in the court;
- Reviews registered land condominiums for approval by the court;
- Reviews, conducts, and oversees diligent searches for interested parties in a variety of case types, assisting the judges and Recorder and Deputy Recorder in evaluating and approving the adequacy of searches conducted for parties requiring service in, or notice of, a pending Land Court matter;
- Advises attorneys, the public, and registry districts regarding the practices and procedures of the Land Court;
- Responsible for processing uncontested and contested cases;
- Researches and prepares legal memoranda on a variety of issues at the direction of the Land Court Judges, Chief Title Examiner, or Recorder;
- Prepares correspondence in response to filings, questions and requests for information;
- Assists in the preparation of draft and final citations, orders, judgments and other pleadings and papers issued by the court;
- Supervises and directs outside attorneys appointed by the court in particular cases to serve as a Land Court Title Examiner; and
- Performs related duties as required.

Title Examiner II Additional Duties:

- Reviews more complex abstracts of real estate titles;
- Reviews plans in conjunction with title examinations;
- Coordinates case work with Survey Department; and
- Performs all duties of the lower level within this series as required.

Minimum Qualifications: These are the minimum requirements necessary to apply for the position of Title Examiner.

Title Examiner I Requirements:

Member of the Massachusetts Bar in good standing;

Knowledge of statutory and case law in the fields of real property, tax lien foreclosure, and land registration;

Demonstrated ability and experience in **real estate law and legal practice, real estate title examination**, and familiarity with registered land titles and real estate tax foreclosure;

Ability to read and analyze an abstract of title;

Knowledge of and ability to use personal computers and related software;

Ability to communicate effectively both orally and in writing;

Good interpersonal skills, including the ability to work professionally with other individuals at all levels of the court system and ability to maintain effective working relationships; and

Demonstrated ability to serve the public and others conducting business at the court in a courteous and professional manner.

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Title Examiner II Additional Requirements:

- A minimum of four years of experience as a Title Examiner I;
- Extensive knowledge of statutory and case law in the fields of real property, tax lien foreclosure, and land registration;
- Extensive knowledge of court procedures and practices;
- Demonstrated ability to communicate effectively both orally and in writing;
- Demonstrated ability to analyze and handle complicated issues and cases;
- Demonstrated familiarity with survey issues; and
- Ability to both take direction and work independently.

ADDITIONAL PREFERRED SKILLS FOR TITLE EXAMINER I :

- Demonstrated knowledge and experience with land registration procedures, including Land Court Guidelines;**
- Familiarity with probate law;**
- Knowledge of court procedures and practice;** and
- Ability to both take direction and work independently.

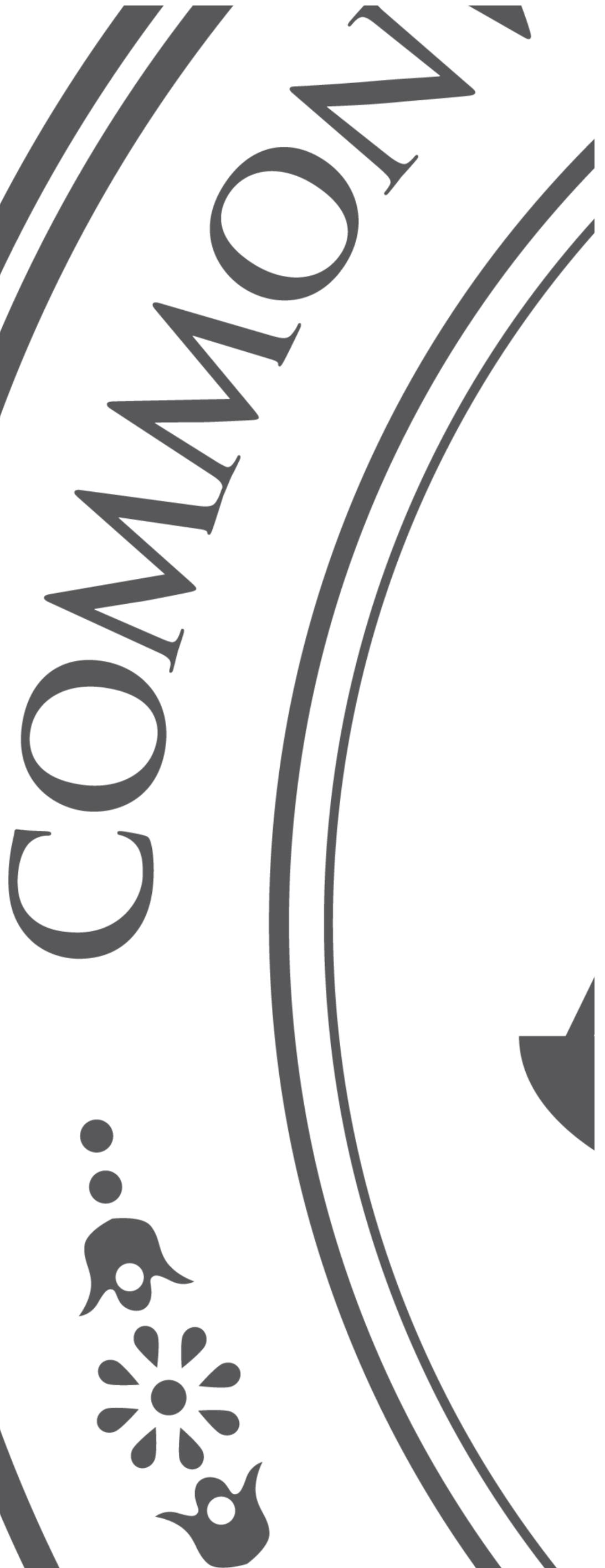
Employment with the Trial Court is contingent upon passage of a criminal record check.

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