

Title: Abstractor	Effective Date: March 20, 2009	Grade: XII	Job Category: Professional
Prior Title: Abstractor	Prior Effective Date: August 24, 2007	Grade: XII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for the preparation of a history of title to real property in any county in the state for the sole and exclusive use of the Department.

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 State Highway and Transportation Department is an "at will" employer.

- Update abstracts from the last entry in an existing abstract or as directed.
- Check all necessary items when updating abstracts or preparing claims of title.
- Prepare complete title information on real property for a period of not less than ten (10) years, or as directed.

MINIMUM REQUIREMENTS

The educational equivalent to a high school diploma. At least two years advanced training as an abstractor with one year work experience under the direction of a registered abstractor licensed by the state, the Department's title attorney or an abstractor qualified by the Department. Must have passed the examination given by the Arkansas Abstractor's Board of Examiners. Valid driver's license and statewide travel required.

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