

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(ENGINEERING SERVICES DIVISION - GEOMATICS AND CORRIDOR MANAGEMENT SECTION, 100
KING STREET WEST, FLOOR 2)

PROPERTY CLERK (CUPE 5167)

Overview

Reporting to the Senior Project Manager, Surveys. Performs Property Clerk duties to support the operations of the section and maintains and compiles various statistical data and reports concerning surveying and City property records.

Responsibilities:

Maintains a filing system such as correspondence, real estate opinions, and surplus lands.

Maintains computerized survey data such as property records, plan indexes, field note indexes, spreadsheets, and databases.

Prepares, co-ordinates, and provides mailing lists for sewer, road and water projects using GIS Property Information Extractor.

Co-ordinates and circulates notices of surplus lands for divisional response.

Creates project files for Geomatics projects.

Assist in the set-up, training, and orientation of new and current staff and students.

Prepares draft by-laws for road widenings and reserve dedications.

Prepares draft documents in Teraview for registration of road widening and reserve by-laws.

Prepares draft legal descriptions.

Searches title in Teraview and reports ownership findings to City staff.

Calculates Registry Office expenditures. Requisitions payments.

Maintains account balances for Teraview account charges.

Assists in Maintaining Provincial Survey Records Index.

Prepares white prints and digital copies of stock survey plans.

Scans documents, plans, field notes, and various correspondence and indexes in appropriate database.

Receives and answers inquiries from staff via phone, email and mail relating to land information.

Perform other duties as assigned.

Qualifications:

1. Demonstrated knowledge and experience related to title records at Land Registry Offices. Previous demonstrated experience researching records for legal surveys, land descriptions and reports of land ownership.
2. Proven knowledge of methodology for registration of legal survey plans and documents.
3. Exceptional organizational skills and knowledge in managing and maintaining databases. Proven ability to assume a lead role in maintaining land, permit related databases and GIS systems.
4. Ability to input and retrieve property files.
5. Excellent communication and interpersonal skills to deal effectively with all levels of staff and client departments.
6. Knowledge of Word, Excel, Access, PowerPoint. Ability to input data at an acceptable speed. Experience with GIS and CAD would be considered an asset.
7. Must possess maturity, initiative, good judgement and the ability to provide guidance and take leadership role when necessary.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES
AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**