



JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: CONVEYANCING OFFICER

JOB SUMMARY:

The Land Settlement Agency (LSA) is responsible for coordinating projects and programmes as part of Government's mandate for the Agency. The Conveyancing Officer is responsible for ascertaining and verifying legal title to lands that falls under the Agency's mandate. He/she is required to provide assistance in plotting Certificate of Comfort applicants, perform property searches on public property and squatter lands, drafting notices and letters to clients, working directly with clients and partners to verify legal ownership of squatter settlements and other lands.

REPORTS TO:

Manager, Tenure Regularisation Unit and Senior Attorney

SUPERVISION GIVEN TO:

N/A

DUTIES AND RESPONSIBILITIES:

- Examines reports, title abstracts, plans and other documents submitted by Title Clerks
- Communicates with Title Clerks to obtain further details or relevant information regarding their reports and/or abstracts
- Generates and manages search queries arising from title searches
- Prepares concise reports on each search conducted, so as to determine legal ownership of squatter settlements and other lands
- Communicates with Investigating Officers or with relevant persons/authorities in order to acquire information to aid in determining ownership of the said properties
- Assists field officers of the Legal Unit, Squatter Regularization Unit and Containment Unit in plotting COC Applicants
- Conducts investigations at public property records offices in order to determine the legal condition or status of specific properties
- Conducts investigations at other Ministries, as necessary
- Visits squatter sites or other lands in order to verify searches

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Strong organisational skills
- Proficiency in Microsoft Office Systems

	<ul style="list-style-type: none"> ▪ Knowledgeable in conveyancing techniques, title searches, preparation of Leases and regularisation processes. ▪ Knowledgeable in GPS mapping and tracking equipment.
SKILLS AND ABILITIES:	<ul style="list-style-type: none"> ▪ Excellent report writing skills. ▪ Excellent interpersonal skills. ▪ The ability to work within a fast paced environment.
MINIMUM EXPERIENCE AND TRAINING	
<ul style="list-style-type: none"> ▪ Minimum of five (5) passes, CSEC/CXC/GCE O' Level ▪ Minimum of three (3) years' experience of working in a legal environment ▪ Experience in Surveying/Plotting/Map reading and Interpretation of cadastral sheets will be considered an asset 	