Human Resources
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Abstractor/Title Researcher

JOB CODE	JOB FAMILY	PROFILE
JCV301	**Property & Real Estate**	**Abstractor/Title Researcher**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$18.60 - $26.50**	**October 5, 2026**

The Abstractor/Title Researcher reviews real estate documents which convey changes in ownership and ensures assessment records are current and accurate. Performs title searches to verify proper ownership. Utilizes and confers with the Bernalillo County Clerk's Recording and Filing Section, the County Treasurer's Office, District Court, and any other sources of ownership documentation, guidelines, and procedures to be followed.

Job Description

DUTIES AND RESPONSIBILITIES

- Researches recent sales of real property in Bernalillo County to assist the Assessor's appraisal sections in maintaining current and updated ownership records for assessment purposes.
- Performs title searches to verify proper ownership. Utilizes and confers with the Bernalillo County Clerk's Recording and Filing Section, the County Treasurer's Office, District Court, and any other sources of ownership documentation, guidelines and procedures to be followed.
- Researches Notices of Value and tax bills that are returned by mail to check for ownership changes which may have occurred.
- Identifies and review real estate documents used to convey ownership such as: warranty deeds, quitclaims, special warranty, special masters, personal representative deeds, instruments of distribution and court orders.
- Researches courtesy deeds and over the counter deeds to update the Assessor's records.

- Searches recorded documents showing descriptions of particular parcels where discrepancies exist, or reviews documents submitted to the Assessor's Office by taxpayer and by the courts.
- Prepares reports for supervisor regarding title search activities and results.
- May assist in other areas of assessment review.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- High School Diploma or GED
- Two (2) years of work experience in an office/clerical setting, title searches, real property, or related field.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- All essential duties are performed indoors.
- Duties are performed in a temperature-controlled environment.
- Duties are performed on an even surface, which may be carpeted or tile. Working surface is typically dry.
- Worker often works alone both with or without directions from supervisor. Works with a select group at times.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Materials and products handled in the course of performing essential duties include files, forms, reports, various other paperwork, and a wide variety of basic office supplies.