



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 on behalf of the Agency and the preparation of Leases that falls under the Agency's mandate.

REPORTS TO:

- Senior Attorney

SUPERVISION GIVEN TO:

N/A

DUTIES AND RESPONSIBILITIES:

- Confirms landlessness relevant searches.
- Prepares, reviews and processes forms related to request for title searches or updates as required.
- Liaises with Attorneys and respond to enquiries, including but not limited to boundaries and schedules to be prepared and plans.
- 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.
- Liaises with the relevant stakeholders to acquire information to aid in determining ownership of lands and to obtain all required approvals.
- Liaises with beneficiaries to ensure all requirements are met and all documents are completed.
- Prepares concise reports on each title search conducted and attaches corresponding mapping.
- Assist in the preparation of Deeds of Lease, Statutory Leases
- Attends to related matters of Lessees for assignments, second mortgages etc.
- Supervises the completion of all stages that lead to registration and obtaining a certified copy of a lease
- Maintains and databases of all searches, leases and related matters.
- Performs any other related duties.

KNOWLEDGE, SKILLS AND ABILITIES	
KNOWLEDGE:	<ul style="list-style-type: none"> ▪ Strong organisational skills ▪ Proficiency in Microsoft Office Systems ▪ 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"> ▪ Ability to generate clear, accurate and precise reports. ▪ 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 four (5) years' experience of working in a legal environment ▪ Experience in Surveying/Plotting/Map reading and Interpretation of cadastral sheets will be considered an asset 	