



**CITY AND COUNTY OF BUTTE-SILVER BOW, MT  
invites applications for the position of:**

# **Land Records System Coordinator**

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**SALARY:** \$45,000.00 - \$65,000.00 Annually

**OPENING DATE:** 08/10/21

**CLOSING DATE:** 08/24/21 11:59 PM

**DESCRIPTION:**

**General Statement of Duties**

Coordinates the development, operations, and activities of the City-County land records system including developing and coordinating the process to transfer property to and from the City-County.

**Distinguishing Features of the Class**

This is highly responsible technical work involving organization and maintenance of a wide variety of land-related systems and databases, including expanding on the development, management, and maintenance of the City-County Land Records System. The work is performed in accordance with established procedures and under the direction and supervision of the Planning Director, but considerable discretion is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain close cooperative working relationships with all City-County elected officials and Department Directors and their office employees, as well as private attorneys, realtors, surveyors, abstractors, appraisers, and the general public. Because an employee in this class may be located in environments associated with frequent public contact and/or high-volume production, the work may be performed under stress.

**DUTIES/RESPONSIBILITIES:**

**Examples of Essential Work (Illustrative Only)**

- Plans and coordinates the operations and activities of the City-County land records system;
- In conjunction with the Planning Director develops goals, plans and measurements for the Land Records System;
- Analyzes operations of the land records system to determine effective organization of work and establish productive methods of performing the functions of the system;
- Works with surveyors, draftsmen and attorneys on special document problems and needs;
- Coordinates tax title proceedings on delinquent properties with the Treasurer;
- Keeps accurate records on parcels sold and retained by BSB including tax deed parcels, reclaimed Superfund areas, floodplain, and future use areas;
- In conjunction with Planning Department personnel, develops and coordinates the process to transfer property to and from the City-County including analyzing and recommending the services needed to complete the transfer.
- Responsible for the procurement and management of any service needed to transfer property.
- Manages land requests referred to the Land Sales Committee;

- Serves as Chair of the Land Sales Committee;
- Manages the process to close or vacate City-County streets and alley ways.
- In conjunction with Planning Department personnel, reviews all land surveys for the city-county
- Coordinates and manages the Examining Land Surveyor duties;
- Communicates with other City-County employees, government agencies and private sector organizations on issues relating to the development, implementation, operation and maintenance of the Land Records System;
- Trains other City-County employees in the use of land record software;
- Coordinates the modernization of all process within the Land Records System, including the establishment, maintenance and updating of computer systems for improved office operations;
- Reads technical journals, manuals and articles to stay current with new developments in land records management in a local government environment
- Attends meetings, conferences and workshops as requested and authorized;
- Perform all duties and work assignments in a safe, healthy, and environmentally sound manner. Specifically, complying with the Health & Safety Program; maintaining work areas in a safe and orderly manner; identifying and reporting unsafe conditions; reporting all accidents; wearing required personal protective equipment; and attending safety-related meetings, training sessions, fit testing, etc.
- Perform all duties and work assignments in compliance with project quality requirements.
- Act responsibly and ethically, and in conformance with generally accepted business, occupational, and professional standards.
- Perform other duties as assigned.

## **QUALIFICATIONS:**

### **Required Knowledge, Skills and Abilities**

- Familiar with Tyler Technologies Tax Wise Database
- Thorough knowledge of research methods and techniques of land titles; thorough knowledge of property descriptions and legal terminology pertaining to real estate documentation, legal descriptions dealing with mortgages, deeds, decrees and other forms of property transfers such as chain of title;
- Thorough knowledge of Document Pro and IDOC Market;
- Thorough knowledge of the laws pertaining to the filing and recordation of documents, including the Montana Subdivision and Platting Act and the Uniform Standards for Surveyors
- Ability to perform a wide variety of highly technical and complex tasks with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to operate a personal computer using Microsoft Office suite and related software, and database applications appropriate to assigned duties;
- Ability to establish and maintain effective working relationships with the City-County elected officials and Department Directors and respective staffs, and members of the general public;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to prepare accurate and reliable reports containing findings, conclusions and recommendations;
- Ability to perform work with speed, accuracy and attention to detail;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to organize, prioritize and supervise a wide variety of highly technical projects and assigned technical personnel;
- Ingenuity and inventiveness in the performance of assigned tasks;

## Required Education, Experience and Training

- Graduation from a college or university of recognized standing with a Bachelor's Degree in Urban/Regional Planning, Public Administration or related field, supplemented by additional training in the creation, filing and maintenance of public records; and
- Considerable experience in the recordation, preparation, distribution and maintenance of land and property records, including administrative follow-up; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

## Required Special Qualifications

- Must possess a current Montana Driver's license or have the ability to obtain one within a reasonable period of time after employment.
- Must be a resident of Butte-Silver Bow during employment according to Butte-Silver Bow Ordinance. See below.

*"2.08.010 Residence during employment.*

*From and after October 1, 1979, all employees of the local government of Butte-Silver Bow shall be bona fide residents within the boundaries of Butte-Silver Bow during the period of their employment by the government of Butte-Silver Bow.*

*(Ord. 85 § 1, 1979)"*

The City-County is an Equal Employment Opportunity Employer. It does not discriminate on the basis of race, color, religion, sex, age, national origin, physical disability, or veteran status.

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This job description is a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities. Tasks and duties of the employee may differ from those outlined above.

## ADDITIONAL INFORMATION:

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The function of the Butte-Silver Bow Government is to serve the citizens of the City of Butte and Silver Bow County. Our government's goal is to improve and maintain governmental operations and conditions within the boundaries of Silver Bow County.

APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.co.silverbow.mt.us/>

Position #2021-082-02  
LAND RECORDS SYSTEM COORDINATOR  
BW

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