

**POSITION:** PROJECT COORDINATOR/TITLE EXAMINER (variable time)  
**LEVEL:** GRADE 12 \$16.19hr (18 hours per week)  
**DEPARTMENT:** INSPECTIONAL SERVICES

**FUNCTION:** Coordinates and assists in the administration of special projects.

**SUPERVISION RECEIVED:** Works under the general supervision of the Commissioner of Inspectional Services and/or designee.

**SUPERVISION EXERCISED:** None

**RESPONSIBILITIES:** Assists in special projects. Researches and maintains accurate records. Assists and provides the Inspectional Services Division with information pertaining to legal owners of properties, which includes the searching of titles and deeds, and completing complaints for courts. Assists office staff with the public by processing payments, permits, special investigations, certificates of inspection appointments and vacant property registrations. Sets up and maintains a tracking system for receipts, expenditures and reports.

The above covers the most significant responsibilities of the position. It does not, however, exclude other occasional duties, the inclusion of which would be in conformity with the level of the position.

**MINIMUM QUALIFICATIONS:** Must have high school diploma or GED equivalent and possession of a valid Massachusetts driver's license.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:** Working knowledge of the recording methods utilized in the State of Massachusetts. Knowledge of City property plot plans, street layout plans, and sewer and storm drain plans. Ability to understand and draw deed descriptions.

**SPECIAL REQUIREMENTS:** Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hand/eye coordination is necessary to operate machinery and various pieces of equipment. While performing the duties of this job; the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel and operate objects, tools or controls; reach with hands and arms. The employee is frequently required to stand or walk. The employee must occasionally lift and/or move up to twenty pounds. Specific vision abilities required by this job are close vision, distance vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works mainly in an office environment.

**SELECTION GUIDELINES:** Formal application; rating of education and experience; oral interview and reference check; and job-related tests may be required.

The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.