



NEW JERSEY DEPARTMENT OF TRANSPORTATION
Public Posting

POSTING #: 25-00066

TITLE: Title Examiner Trainee

ISSUE DATE: 4/4/2025

TITLE CODE: 57149

CLOSING DATE: 4/25/2025

DIVISION: Capital Program Management

LOCATION: Ewing

UNIT: Closing Unit

RANGE: P95

SALARY: \$51,987.70-\$54,351.06

WORK WEEK: 40

OFFICE DESCRIPTION

The New Jersey Department of Transportation (NJDOT) is seeking candidates for the position of **Title Examiner Trainee** within the Division of Capital Program Management, Right of Way & Access Management, Closing Unit. Title Examiner Trainee are assigned a 40 - hour work week. Current starting salary is \$51,987 and \$54,351 after six months.

The Department of Transportation (DOT) currently offers a telework pilot program, and this position may qualify for up to 2 days of remote work at your primary residence outside of your assigned DOT work location. This program does not supersede the "New Jersey First Act", which requires newly hired NJDOT employees to establish, and then maintain, principal residence in the State of New Jersey.

New hires will not be eligible for the telework pilot program until they successfully complete their 4 - month working test period.

UNIT DESCRIPTION

Under the Division of Capital Program Management, Right of Way & Access Management, Closing Unit is responsible for the acquisition of property and closing of title of all private property taken for public purpose through an Agreement of Sale with the property owner. The Unit ensures that the State receives good marketable title to all property acquired, free of all encumbrances and title defects, except utility easements. Given that State is self - insured, a well - reasoned risk management strategy to acquire all property by Project and Right of Way Due Dates is essential. The Unit manages all other Title related functions and responsibilities.

POSITION DESCRIPTION

The appointee to this position will be required to work on/be responsible for the following:

- Search, examine and analyze abstracts of title or deeds to determine the accuracy and legal effect on the title.
- Examine the records of proceedings affecting the title and secures tax and assessment searches from the municipalities.
- Serve legal notices or other documents related to acquisitions.
- Prepare title reports describing any title encumbrances encountered during searching and analyzing activities and eliminating those that do not affect the parcel in question.
- Travel to various county seats (21) in New Jersey to research real property ownership through searching deeds/liens coverings over sixty (60) years to enable the state to acquire clear titles.

Preferred Qualities/Experience

- Experience in Surveying , Real Estate, Sales and/or Appraising
- Real Estate Title Search
- Looking up documents at various Court Houses (Deeds, Lis Pending, etc.)

REQUIREMENTS

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Four (4) years of professional experience in title searching and other work incidental to the conveyance of real estate.

OR

Possession of a bachelor's degree from an accredited college or university.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

License: Appointee will be required to possess a driver's license valid in New Jersey.

For more information regarding this position, please refer to:
<http://info.csc.state.nj.us/jobspec/57149.htm>

Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOT does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

Residency: All persons hired on or after September 1, 2011 have one year from the date of appointment to establish, and then maintain, principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14 - 7 (P.L. 2011, c. 70), also known as the "New Jersey First Act."

TO APPLY

You must apply through the NJDOT website at:
<http://www.state.nj.us/transportation/about/employ/openings.shtm>

Submit a complete packet by the closing date that includes the following documents:

- NJ State Application for Employment (Application and instructions can be found at link above)
- Letter of interest
- Current resume
- Copy of unofficial transcript OR foreign degree evaluation

IMPORTANT NOTES

Proof of Degree: You must provide transcript or evaluation of your UNDERGRADUATE degree.

Foreign Degree Evaluation: If you obtained your undergraduate degree outside of the US, you MUST provide a Foreign Degree Evaluation from a USA recognized evaluation service agency that includes a course - by - course evaluation in order to be deemed eligible. Failure to provide evaluation will result in your application being disqualified.

Incomplete Packets: Applicants MAY NOT be considered if they fail to provide all requested documents upon initial submittal or fail to follow instructions when submitting electronically. Applicants will be selected for an interview on the basis of their application/resume.

Current State employees: Any appointments made that involve movement may result in a forfeiture of rights to any promotional lists in their former unit.

NJDOT provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please email dot - hr.ada@dot.nj.gov. Determinations on requests for reasonable accommodation will be made on a case - by - case basis.

As a NJ State Department, NJDOT offers a comprehensive benefits package including Health Care (medical, prescription drug, dental and vision care), Pension, Deferred Compensation, 13 paid holidays, and Benefit Leave (12 vacation days, 15 sick days and 3 administrative days). Standard workweek is Monday through Friday.

SAME APPLICANTS: If you are under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC 609 - 292 - 4144, option 3.

New Jersey Is An Equal Opportunity Employer