

JOB TITLE: - CONVEYANCING SUPERVISOR (LAND COURT)  
POSITION 40435

LOCATION: Office of the Registrar of Conveyances  
Bureau of Conveyances  
Department of Land and Natural Resources

## I. INTRODUCTION

The Bureau of Conveyances is the sole state agency responsible for the orderly recording of all legal and land title documents and maps pursuant to Chapters 501 and 502 and other related chapters of the Hawaii Revised Statutes. It is also guided by rulings and legal opinions from the Attorney General, the existent indexing manual, and standard office policies and procedures. The Bureau accomplishes its objectives without the functional support or services of the department or other departments.

This position is responsible for the effective operation of the Land Court Recording Branch. The position develops pertinent operational policies and procedures, plans and directs the work of the subordinates, develops training procedures for the orderly growth of the subordinates, prepares appropriate reports, develops sound budgets and program evaluations, and applies administrative principles and procedures.

## II. MAJOR DUTIES AND RESPONSIBILITIES

1. Develops and implements pertinent operational policies and procedures for efficient operations.
2. Plans, assigns, directs, trains, reviews and supervises the work of Position Nos. 144, 46748, 00141, 00135, 09055, 27298, 40400, 40401.
3. Prepares letters to the Attorney General requesting legal opinion on Land Court Recording statutes and procedures.
4. Prepares reports for and makes proposals for submission to the legislature for the amendments of recording statutes.
5. Prepares preliminary budget requests, program evaluation reports, multi-year output and financial plans, and annual reports for the Land Court Recording Branch.

Position Description

Position #40435, Conveyancing Supervisor

6. Represents the Registrar before departmental, interdepartmental court hearings, legislative committees, and appears answering subpoenas in court.
7. Provides technical information and assistance to the public, attorneys, loan officers, escrow officers, and brokers on drafting and phrasing of legal documents and all matters relating to Regular recording and Land Court recording practices and procedures.
8. Performs other technical and administrative duties as assigned.

Items 1 through 5 make up 75% of the duties.

Items 6 through 8 make up 25% of the duties.

**III. CONTROLS OVER THE POSITION**

The Conveyancing Branch Chief (Land Court) is authorized to perform the duties of the position independently and is totally responsible for the entire efficient, effective, and timely operation of the Land Court Recording Branch. The Deputy Registrar, Position 00137 exercises general supervision and the Registrar of Conveyances, position 00148 exercises administrative direction over the position.

This position is guided by the Hawaii Revised Statutes, as amended, Session Laws of Hawaii, Common Law as it relates to real property conveyancing, Administrative rules, Rules of the Land Court, standard office procedures and policies, Land court indexing manual and legal opinions rendered from the Office of the Attorney General.

**IV. QUALIFICATION REQUIREMENTS OF THE WORK**

1. Experience and training: Six (6) years experience in land title searching or in reviewing land documents for conformity with statutory recording requirements, one (1) year of which must have been in a supervisory capacity.
2. High School graduate.

Position Description

Position #40435, Conveyancing Supervisor

3. Possession of a Bachelor of Arts degree from an accredited university with course work in business or real estate law may be substituted on a year-for-year basis.
4. Knowledge of legal forms and documents relating to land transactions, statutes, rules and regulations pertaining to the recordation of land documents, forms of conveyances, methods of indexing documents, office practices and procedures, and principles and practices of supervision.
5. The ability to plan, organize and direct the work of others. The ability to develop appropriate training plans for the orderly growth of subordinates, maintain effective relationships with the public, attorneys, brokers, loan officers, escrow officers, develop and implement operational policies and procedures, prepare appropriate reports, both oral and written, develop sound budgets and program evaluations, and the ability to apply administration principles and procedures.