

I. IDENTIFYING INFORMATION:

Position No. 148  
Position Title: Registrar of Conveyances

Department: Land and Natural Resources  
Division: Bureau of Conveyances  
Branch: NA  
Section: NA  
Geographic Location: Downtown, Honolulu

II. INTRODUCTION

Function of This Organizational Unit: The Bureau of Conveyances is the sole state agency mandated and guided by Chapters 501, 502 and other related chapters of the Hawaii Revised statutes to protect the rights of individuals and organization in land ownership. Two diverse recording systems must be maintained: Regular and Land Court (Torrens System). The Bureau currently manages records that affect the ownership of over 2.4 million acres. Comprehensive records include deeds, mortgages, maps, liens, judgments, etc. that affect title to property. These documents are utilized by title companies, attorneys, developers, and individuals in establishing title ownership, value, or use of the property. In addition, the Bureau of Conveyances also registers documents under the provisions of the uniform commercial code as a means of perfecting security interest in personal property.

The Bureau of Conveyances is 100% Special Funded and generates approximately \$4.5 million in annual revenues.

Purpose of the Position: This position functions as the Registrar of Conveyances; serves as administrator for the Bureau of Conveyances, and is responsible for planning, organizing and directing the timely and accurate recording and abstracting of information from original documents related to land and title in the State of Hawaii with the full assistance of a Deputy Registrar.

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III. MAJOR DUTIES AND RESPONSIBILITIES

A. Program Administration 60%

Program Planning, Execution and Evaluation Functions

1. Plans, organizes and administers the programs and functions of the division. [1] [2]
2. Develops program goals, plans and strategies for the administration and delivery of accurate and efficient operations and services. [1] [2]
3. Formulates and establishes policies and procedures for carrying out the goals and objectives of the division and department, determines program direction and emphasis, and establishes program priorities. [1] [2]
4. Exercises administrative leadership to assure all laws, rules, regulations, policies and procedures are followed; interprets, explains, and enforces the provisions of governing laws and regulations. [1] [2]

Program Budgeting, Execution and Evaluation Functions

1. Reviews and projects revenues generated from recordings. Oversees the development of budget requirements and expenditure plans and the preparation of justifications. Administers the division's budget of which 100% is from Special Funds. Oversees preparation of and reviews and approved budget and expenditures of the division. [1] [2]
2. Drafts and reviews budget requests and justification for the division. [1] [2]

Technical Program Administration Functions

1. Oversees the examination and processing of legal documents for compliance with Land Court and Regular system recording laws, including the abstracting of information from original document, preparation of digests, translation of Hawaiian terms used in documents; and maintenance of indexes, the issuance of certificates of title, and accounting of revenue. [1] [2]

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2. Assists in the resolution of technical problems that are not covered by precedents or established policies; answers inquiries from individuals, private agencies, organizations, etc. regarding technical and/or unusual matters. Resolves complex problems from attorneys, escrow companies, title companies and the public which cannot be resolved at lower levels. [1] [2]
3. Serves as the state's technical expert and advocates the best interest of the bureau in the legislative and rule-making processes. Provides a leadership role and consults with various bureau stakeholders, including but not limited to judges, attorneys, title insurance companies, financial institutions, and other state departments on legislative proposals and changes; analyzes proposed legislation and evaluates its impact; interprets and implements new legislative measures; drafts legislative bill or administrative rule proposals to improve bureau operations and productivity such as recordation standards and procedures. Tracks bills, prepares written testimony and/or provides oral testimony to the legislature, etc. [1] [2]
4. Speaks with individuals and before groups from various private companies and organization to provide information on services and activities of the Bureau of Conveyances, and with various government agencies, associations and occupational groups involved with land title documents to discuss recording problems and means for improvement. [1] [2]
5. Represents the Chairperson of the Board of Land and Natural Resources before departmental and interdepartmental meetings, court hearings, legislative committees, and court registration matters. [1][2]
6. Represents the state in all meetings and discussion with officials from other states, counties, and foreign governments on recording, registering and certifying land and title in the State of Hawaii. [1] [2]

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- B. Operations Management Functions 15%
1. Directs on-going evaluation of efficiency, effectiveness and coordination of the operations of the division. [1] [2]
  2. Organizes the division's program functions and staff, justifies staffing requirements and oversees overall staff utilization and development. [1] [2]
  3. Oversees, manages and coordinates the day-to-day operations of the division in conformance with departmental and divisional policies, priorities and standards. [1] [2]
  4. Oversees and directs all fiscal, personnel and other administrative matters for the division. [1] [2]
  5. Provides direction and guidance in the operation of the automated system, its computerized indexing system of all recorded documents accessible to the public through various means. [1] [2]
  6. Exercises direction over the collection and analyses of information from the branches concerning schedules, operations, and production of the various phases of planning. [1] [2]
  7. Conducts staff conferences with subordinate supervisor to convey management objectives and priorities and implementation of new policies and procedures. [1] [2]
  8. Oversees the preparation and administration of the BOC's staffing, budget, statistics for preparation of OEP (Operational Expenditure Plan) and other reports as required. [1] [2]
- C. Document Compliance Functions 5%
- As the Registrar of Conveyances, the seal of the Land court to make all memoranda affecting the title of land, to enter and issue new Certificates of Title as provided by law. [1] [2] [3]

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- D. Supervisory/Personnel Management Functions 15%
1. Provides general direction for supervision, evaluation and development of division staff; reviews and approves personnel actions; conducts division level grievance hearings, investigates and resolves issues relating to collective bargaining contracts; reviews and approves division level disciplinary actions, reviews and approves interview and selection process. [1] [2]
  2. Provides supervision and program and administrative direction to subordinate staff. [1] [2]
  3. Provides for staff training and development. [1] [2]
  4. Reviews and takes appropriate action on divisional personnel matters including disciplinary actions, grievances and issues relating to collective bargaining contracts. [1] [2]
  5. Establish work performance standards for positions under his/her immediate supervision, evaluates their job performance and discusses ratings with incumbents in order to meet State requirements and to improve performance. [1] [2]
  6. Reviews, investigates and resolves personnel problems referred by line supervisors; implements disciplinary measures and takes action in more serious cases. Reviews and approves personnel actions. [1] [2]
  7. Coordinates a staff training and career development program for employees. [1] [2]
  8. Develops selection interview process for new hires, and ensures that probationary periods are satisfactorily completed as part of the examination process. [1] [2]
- E. Performs other related duties as assigned. 5%

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Directly supervises the following positions:

<u>Position No.</u>	<u>Position Title</u>
137	Deputy Registrar of Conveyances
14953	Secretary III
44992	Administrative Services Assistant

Reasons:

- [1] The performance of this function is the reason that the job exists.
- [2] There are limited employees among whom the performance of this function can be distributed.
- [3] This function is highly specialized. Employees are hired for the skill/ability to perform this.

The type of evidence considered in determining those functions as identified as essential were the amount of time spent and the consequences if the task is not performed.

#### IV. COMPETENCIES REQUIRED FOR SUCCESSFUL PERFORMANCE

##### Leadership Competencies

The following are the prerequisite leadership competencies required for successful performance of the Registrar of Conveyances position.

##### 1. Leading Change

The ability to develop and implement an organizational vision, which integrates key state, national and program goals, priorities, values, and other factors. Inherent is the ability to balance change and continuity, continuously coach and inspire employees to be empowered and engage in enhancing and reforming processes, practices, rules, statutes and programs.

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Leading Change Competencies include continual learning, creativity and innovation, external awareness, flexibility, resilience/stress tolerance, service motivation, strategic thinking, and vision.

#### 2. Leading People

The ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission and goals. Excellent leadership, supervisory and management skills; provide clear direction and vision to employees to ensure consistent goals and objectives; lead by example.

Leading People Competencies include conflict management, cultural awareness, integrity/honesty and team building.

#### 3. Results Driven

Ability to stress accountability and continuous improvement, to make timely and effective decisions, and to produce results through strategic planning and the implementation and evaluation of programs and policies.

Results Driven Competencies include accountability, customer service, decisiveness, problem solving and technical credibility.

#### 4. Business Acumen

Ability to acquire and administer human, financial, material and information resources in a manner which instills public trust and accomplishes the organization's mission, and the use of new technology to enhance decision making.

Business Acumen Competencies include financial, human resources, and technology management.

#### 5. Building Coalitions/Communication

Ability to explain, advocate and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. Ability to develop a relationship with and network with other professionals in the field. Ability to identify the internal and external politics that impact the work of the organization.

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Building Coalitions/Communication Competencies include influencing/negotiating; interpersonal skills; oral communication, partnering, political savvy and written communication.

B. Technical Competencies

Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise; maintains credibility with others on technical matters.

1. Prerequisite Technical Competencies

Laws, rules and regulations pertaining to real property and land transactions;

Legal documents/instruments affecting real property, transaction processes and legal requirements.

2. Technical Competencies Acquired during Probationary Period

State of Hawaii laws, rules and regulations pertaining to real property and land transactions;

State of Hawaii legal documents/instruments affecting real property, transaction processes and legal requirements;

Methods to determine property ownership and existence of property liens.

Common words and phrases in the Hawaiian language used in land documents.

C. Administrative & Management Competencies

1. Planning & Evaluating

Determines objectives and strategies; coordinates with other parts of the organization to accomplish goals; monitors and evaluates the progress and outcomes of operational plans; anticipates potential threats or opportunities.

2. Organizational Awareness

Identifies and keeps up-to-date on key agency policies/priorities and economic, political, and social trends which affect the



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organization; understands where the organization is headed and how to make a contribution.

3. Personnel & Human Resources

Empowers staff by sharing power and authority; develops lower levels of leadership, pushing authority down and out throughout the org.; shares rewards with staff; ensures staff are properly selected, used, appraised, and developed, and are treated fairly.

4. Financial Management

Prepares, justifies, and/or administers the budget for program area; plans, administers, and monitors expenditures to ensure cost-effective support of programs and policies

D. General Competencies

The following are prerequisite general competencies for successful job performance:

1. Reading

Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

2. Reasoning

Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

3. Self-esteem

Believes in own self-worth; maintains a positive view of self and displays a professional image.

4. Self-management

Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

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5. Attention to Detail

Is thorough when performing work and conscientious about attending to detail.

6. Memory

Recalls information that has been presented previously.

V. CONTROLS EXERCISED OVER THE WORK

A. Supervisor:

Pos. No. 100191

Class Title: Chairperson

B. Nature of Supervisory Control Exercised Over the Work

1. Instructions Provided

Instructions are limited to general guidance and direction to specify priorities and the results expected. The employee is required to plan and carry out the necessary work activities independently.

2. Assistance Provided

Performs under the broad policy and administrative direction of the Chairperson of the Board of Land and Natural Resources. The Registrar is also accountable to the Judge of the Land Court for implementation of the Land Court laws, rules and regulations.

3. Review of Work

The review of the work is so that goals and objectives are met.

C. Nature of Available Guidelines Controlling the Work

1. Policy and Procedural Guides Available

BOC Policies and Procedures Manual

Hawaii Administrative Rules and Administrative Policies

Chapters 501 and 502, Hawaii Revised Statutes and relevant laws.

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2. Use of Guidelines

Procedural guides cover all technical aspects of the work. The employee is expected to know and apply State laws, rules and regulations pertaining to the recordation of land title conveyances; knowledge of other documents used within Land Court and Hawaiian land recording systems; conveyancing forms and procedures; office practices.

VI. REQUIRED LICENSES, CERTIFICATES, ETC.

None

VII. RECOMMENDED QUALIFICATIONS

(See IV. Competencies)

Recommended Education and Experience

Graduation from accredited college.

Excess work experience as described under the Specialized Experience below or any other responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Specialized Experience:

Three (3) years responsible professional, administrative, analytical or technical work experience which involved the interpretation and application of laws, rules and regulations in processing and/or resolving

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complex issues pertaining to real property and land transactions, and demonstrated knowledge of legal documents/instruments affecting real property, transaction processes and legal requirements.

Supervisory Experience: Two (2) years supervisory work experience which included responsibility for (1) planning and directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult problem areas; (4) timing and scheduling their work and (5) training and developing employees.

Managerial/Administrative Experience: Two (2) years of experience which involved responsibility for identifying program goals and objectives and evaluating their attainment; identifying resources needs (staffing, materials, equipment); planning, organizing and coordinating program activities to attain program objectives within time, resource and budgetary limitations; developing procedures; and actively participating in policy determination, budget formulation and execution.

Substitutions Allowed:

1. Successful completion of coursework from an accredited college or university in real estate and/or real estate law may be substituted for the Specialized Experience on the basis of fifteen (15) semester credit hours for six (6) months) of experience, up to a maximum of one (1) year.
2. Satisfactory completion of coursework required for a law degree from a school of law accredited by a nationally recognized specialized accrediting body (or course work deemed comparable by a nationally recognized specialized accrediting body) which included coursework in real estate law may be substituted for the Specialized Experience on the basis of one (1) semester of full-time coursework for six (6) months of experience up to a maximum of two (2) years of Specialized Experience.
3. Possession of a degree from a school of law accredited by a nationally recognized specialized accrediting body (or a law degree deemed comparable by a nationally recognized specialized accrediting body) which included coursework in real estate law may be substituted for two (2) years of Specialized Experience.