

OWNERSHIP SERVICES TECHNICIAN I

JOIN OUR TEAM

— **Salary: \$50,877.84 - \$59,873.52** —

Summary: The Ownership Services Technician (OST) is responsible for reviewing, interpreting, and updating property ownership records in accordance with California property tax laws and departmental procedures.

- **One-year paid training** at the Kenneth Hahn Administration in Downtown, Los Angeles for a certification as a **Ownership Services Technician Trainee** consisting of a multi-course study and on-the-job training

Minimum Requirements

- **OPTION I:**
 - One (1) year of specialized service experience at the level of Los Angeles County's class of Intermediate Clerk answering questions and giving information to the public.
- **-OR-**
- **OPTION II:**
 - One (1) year of specialized office technical experience** involving title searching, escrow procedures, or the review and processing of documents relating to real property.
- **-OR-**
- **OPTION III**
 - Completion of sixty (60) semester or ninety (90) quarter units from an accredited college***



♦ **JEFF PRANG** ♦
LOS ANGELES COUNTY ASSESSOR