



IDENTIFICATION

Department	Position Title	
Justice	Legal Survey Review Officer	
Position Number	Community	Division/Region
82-7612	Yellowknife	Legal Registries

PURPOSE OF THE POSITION

The Legal Survey Review Officer (“Surveyor”) supports the Registrar, Property Registries (“Registrar”) with the administration of the Land Titles Office (“Registry”). The incumbent is an experienced land surveyor with specialized training and experience in this professional field.

The Surveyor ensures the work of other surveyors was completed correctly and in compliance with statutory and registration requirements. The Surveyor also provides assistance to the Land Titles Office and Registrar in the interpretation of highly technical legal surveys and geospatial information systems, and in the preparation of descriptive plans of survey.

SCOPE

The Surveyor reports to the Registrar in Yellowknife. Under the *Land Titles Act*, the Land Titles Office is responsible for the review and approval for registration of all property interests in privately owned land in the Northwest Territories, which includes land owned by municipal governments and Indigenous governments under land claims and self-government agreements.

Plans of survey are the initial document upon which the registration of the majority of land title documents are based, and upon which certificates of title are issued. The Surveyor provides professional technical advice and assistance on all legal plans of survey and assist the Registrar in developing and maintaining a plan indexing system for the approximately 5,000 existing plans of survey, and new plans submitted under the *Land Titles Act*, *Condominium Act*, land claims and self-government agreements and other legislation. The surveyor liaises with the Deputy Surveyor General (North) in respect of the procedures applicable to the preparation and registration of legal plans of survey. The improper acceptance or rejection of plans of



survey can significantly impact commercial and residential real estate transactions (disputes may arise as to the boundaries of parcels resulting in litigation).

RESPONSIBILITIES

1. The Surveyor conducts the review of plans of survey.

- Enters information into electronic computer systems.
- Reviews plans of survey submitted for registration or filing for compliance with legislation.
- Uses specialized mathematical software in the review of plans of survey to confirm proper boundaries and closure of parcels relative to surrounding parcels and the NWT survey framework.
- Acts as a delegated decision maker to determine if submissions comply with the law and registry requirements, or not.
- Returns documents unacceptable for submission with a written explanation of the deficiencies and responds to any subsequent enquiries regarding those deficiencies.
- Verifies updates to the plan index, as required.

2. The Surveyor assists the Registrar in the administration of the Land Titles Office.

- Assists the Registrar in developing and maintain plan indexing systems and reference maps for the approximately 5,000 registered plans of survey.
- Acts as the Deputy Registrar as required.
- Holds the appointment of Deputy Registrar under the *Land Titles Act*.
- Prepares reference plans of survey in order to clarify the status of land and to serve as reference for land titles staff.
- Conducts or directs field surveys as required.
- Prepares Registrar's descriptive survey plans to clarify the current status of areas which were subdivided or where there is uncertainty.
- Conducts field surveys and prepares descriptive plans of lands formerly described by "metes and bounds".

3. The Surveyor explains plans of survey to staff and the public.

- Provides information to the public, the legal profession, surveyors, municipalities and various governments in response to enquiries, particularly those of a more complex nature regarding registration standards and office policy.
- Provides training, public education and information services to frequent users of the Land Titles Office, paralegals and land administrators.
- Assists staff and the public in the interpretation of plans of survey.
- Serves as a technical consultant and advisor on specifications, software and hardware setup of system and projects assigned by the Registrar.



4. The Surveyor responds to enquiries regarding the operation of the Land Registry and use of the Registry's computer systems.

- Explains the use of registry computer systems as a service desk to clients and the public.
- Provides assistance and troubleshooting services to users of the Land Titles computer systems, including NTLS.

5. The Surveyor undertakes projects as directed by the Registrar

- Undertakes projects as assigned (e.g.: taking steps to identify problem titles and initiating remedial action; updating manuals; updating precedents; preparing materials for the website; updating records to reflect expired registrations, preparation of reference plans and Registrar's descriptive plans).
- Works with IT contractors to communicate business practices and legal principles or registry requirements for the contractor to build appropriate IT applications.
- Takes steps to proactively find and correct issues regarding legal descriptions, Crown grants/notifications, ownership in land.
- Completes all other tasks assigned in the administration of the Land Titles Office.

WORKING CONDITIONS

Physical Demands

The Surveyor must be able to work outdoors and conduct field surveys in remote and isolated locations, carrying and transporting the survey equipment.

Environmental Conditions

The Surveyor must be capable of potentially working outdoors involved in field surveys in remote and isolated locations, including the demanding winter weather conditions.

Sensory Demands

No unusual demands.

Mental Demands

Concentrated attention to detail/accuracy in the review and preparation of legal documents.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of surveying - technologies and professional skills in legal surveying and mapping.
- Knowledge of computer and IT systems, including GIS systems.
- Knowledge of electronic registration and registry search systems.
- Attention to detail and the ability to review, analyze, and interpret legal documents and



plans of survey.

- Ability to conduct, prepare and interpret plans of survey.
- Ability to apply standards required in legislation to plans of survey.
- Ability to work in a computerized office environment utilizing advanced word processing functions, database, and spreadsheet, including an ability to work with land titles computer systems and applications.
- Ability to communicate both orally and in writing with the public, legal profession and stakeholders.
- Ability to deal with unhappy clients with tact and diplomacy.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A degree in survey engineering and 3 years working at a professional/technical level in legal surveying.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

The Surveyor must be registered, or eligible for registration upon appointment, as a Canada Land Surveyor (C.L.S.) by holding an equivalent designation, for example, Alberta Land Surveyor (A.L.S.).

Position Security (check one)

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☐ French preferred

Indigenous language: Select language

- ☐ Required
- ☐ Preferred