

Volunteer Skills

Receiving Documents:

- Has basic understanding of recording laws and process.
- Basic knowledge of title abstracting to understand and validate authority of signatories, grantors, assignors, lessors etc., involved in real estate transactions.
- Basic understanding of computer use to prepare rejections for documents containing deficiencies utilizing microsoft word, and be able to navigate from screen to screen, program to program.

Labeling:

- Basic computer skills to be able to navigate within and between program screens.
- Knowledge of real estate laws/processes is helpful as they would be able to identify potential missing instruments, i.e. deed without a conveyance tax certificate, fee reflects certificate issuance but it is a mortgage, etc.

Cashiering:

- Basic computer knowledge to be able to navigate between programs.
- Accounting knowledge helpful but not a requirement.
- Able to think logically to determine errors
- Use of calculator/adding machine. Checks are totaled and audited daily.

Scanning:

- Basic computer knowledge to be able to navigate through the system.
- Knowledge of equipment (microfilm cutter, microfilm printer, etc.) use helpful but not required.

Indexing:

- Knowledge of computer use to navigate through indexing programs
- Understanding of real estate laws and rules
- Typing skills
- Abstracting knowledge

Review: Abstracting Assistant IV and V

- Knowledge of abstracting title documents
- Basic computer skills to be able to navigate programs
- Typing skills

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Review: Abstractor IX

- Knowledge of HRS 501, laws and rules governing real estate transactions
- Knowledge of abstracting title documents and ability to research questionable filings.
- Certification and appointment required from Land Court.

CURRENT VOLUNTEER ACTIVITY

1. Volunteers are assisting with:
 - a. Re-stapling of scanned documents.
 - b. Noting document completion processing in Review

2. Not certain if help is being given to Will Call to segregate and distribute the mail. The last volunteer I am aware of was let go because of objections that were raised.

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