

Residential Title Examiner:

We are looking for an experienced Residential Title Examiner. This person will examine title searches and examine the chain of title for mostly residential title orders. The Examiner will directly support our Escrow team by reviewing the chain of title, taxes, liens, encumbrances, and legal descriptions.

Responsibilities include but are not limited to:

- Examine title orders to determine the chain of title for a wide range of title orders.
- Abstract and analyze records to determine the ownership and legal restrictions to verify property legal descriptions and accurate records.
- Troubleshoot issues when there is missing information, incomplete, or contradictory information included in the title documentation.
- Utilize title plant software to analyze and evaluate important record documents for determining the ownership and legal descriptions connected to the title work.
- Prepare title commitment documentation and underwriting interpretation within company guidelines.
- Review property surveys.
- Work closely with customers and escrow team to meet time requirements and assist in answering questions.
- Other duties as assigned by the production manager.

Who you are:

You work well with others and are known for providing customers with excellent customer service. You are detail oriented and good at multitasking. You have excellent communication skills, both verbal and written, and can work in a fast-paced environment and meet deadlines. You have strong problem-solving skills and can work independently and as part of a team.

Qualifications:

- High school diploma or equivalent; Bachelor's degree preferred.
- Working knowledge of real estate terminology.
- Experience using RamQuest is a plus.