

Title Policy Clerk:

We are looking for an experienced Title Policy Clerk. This person is responsible for auditing closed files, verifying premiums, preparing title policies, delivery of policies via email or tracking to Mail Out Department.

Responsibilities include but are not limited to:

- Verify premiums are correct and all requested endorsement premiums were collected
- Audit documents for correct signatures, notaries, legal descriptions
- Review title documents to ensure customer information is current and accurate
- Ensure compliance of Texas Department of Insurance Procedural and Rate Rules
- Provide administrative support to management, other departments and employees

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 can work in a fast-paced environment and have a strong work ethic. You have good mathematical and analytical skills.

Qualifications:

- High school diploma or equivalent.
- Experience in policy preparation.
- Working knowledge of Rate Rules, Procedural Rules and RamQuest; Audit experience is a plus.