

Title Examiner

A Title Examiner is responsible for the review of real property, ranging in complexity to determine status and chain of title; ensuring client timelines for title report and commitment production are met. Does that sound like you?! We currently have opportunities in our Tampa, FL, and Dallas, TX branches. We are seeking examiners with national title experience to be a part of an established Title Company that is consistently expanding it's footprint. We offer an exciting, fast-paced, and team-oriented environment...all we're missing is you!

Duties and Responsibilities:

- National title examination of title to real property;
- Abstract and analyze deeds, deeds of trust/mortgages, easements, judgments, tax assessments, mineral reservations, and other applicable instruments;
- Verifying ownership and encumbrances of real property;
- Preparing professional reports;
- Reviewing reports for accuracy.

Knowledge and Skills:

- 2+ years title experience;
- Ability to work in an accurate, detail-oriented and highly productive manner;
- Working knowledge of basic real estate title concepts;
- Foreclosure title experience a plus;
- Working knowledge of legal documents and how they affect title to real property;
- Familiarity with title insurance commitment and policy format and all procedures required to prepare same—including abstracting, title examinations, survey analysis, etc.;
- Familiarity with ATIDS; DataTrace/DataTree; General PC Proficiency; Microsoft Office Suite; Internet Explorer; Softpro;
- Familiarity with sectional and metes and bounds legal descriptions;
- Ability to perform basic mathematical calculations and tasks requiring detail, concentration, and accuracy;
- Ability to communicate professionally, both verbally and in writing;
- Ability to work both independently and contribute in every aspect to a team environment.