

TITLE CURATIVE SPECIALIST (NATIONAL)

Position Responsibilities:

- Utilize understanding of title underwriting standards and title insurer underwriting guidelines to determine condition of title, and insurability while analyzing risk and liability
- Support a great team handling a wide variety of title curative functions which require national knowledge
- Perform simple and complex curative to include reviewing tax statements, requesting payoffs, reviewing foreclosure documents, mobile home issues, chain of title issues and the necessary curative measures to resolve
- Update clients regularly via email and their applicable systems
- Responsible for recognizing title defects and formulating curative solutions.
- Comply with client directives and Firm policies.

Qualifications:

- High School Diploma or equivalent is required.
- Bachelor's degree is a plus and/or Law Certification is a definite plus.
- 3+ years title curative experience is required.
- Possess knowledge of legal documents with the ability to analyze and evaluate documents as it relates to title.
- Research in county websites and Datatrace
- **Softpro** experience is a definite plus
- Must have exceptional verbal and written communication, as well as organizational skills.
- Must have excellent problem solving capability and analytical abilities.
- Must be self-starter with ability to work independently.