

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 are seeking examiners with national title experience to be a part of an established Title Company that is consistently expanding its 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.