

## **TITLE TYPIST JOB DESCRIPTION**

**Reports To:** Title Analyst  
**Classification:** Non-Exempt  
**Date:** November 15, 2015

**Summary/Objective.** The Title Typist is responsible for ensuring the efficient processing of title documents in accordance with established policies and procedures while providing excellent customer service to internal and external customers.

**Essential Functions.** (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Types residential and commercial property title commitments and revisions with both speed and accuracy.
- Proofreads legal descriptions and corrects errors.
- Scans documents into transaction management software.
- Assists with insurance of title policies - both typing and shipping as needed.
- Complies with all regulatory requirements.
- Understands, follows and stays current on all policies and procedures in the Employee Handbook.
- Keeps job knowledge current by participating in educational opportunities; reading professional publications; maintaining personal networks and participating in professional organizations.
- Follows instructions and responds to management direction.
- Identifies and communicates areas of improvement regarding operations to management.
- Performs other tasks, duties, or projects as assigned by management.
- Performs all essential functions by being physically present at the worksite on a full-time basis.

### **Competencies.**

- Basic proficiency with Microsoft Office (Word, Excel, Powerpoint and Outlook).
- Ability to comprehend and write instructions, correspondence and memos with proper punctuation, spelling and grammar.
- Excellent verbal and interpersonal skills.
- Ability to deliver superior customer service.
- Highly organized with strong attention to detail.
- Ability to multi-task.
- Ability to consistently meet deadlines, demonstrate strong follow-through and to follow all regulatory and company procedures.
- Ability to type at least 60 words per minute.

**Supervisory Responsibility.** This position has no supervisory responsibilities.

**Work Environment.** This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopies, filing cabinets and fax machines.

**Physical Demands.** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing throughout the day. The employee must frequently lift or move items up to 25 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Position Type and Expected Hours of Work.** This is a full-time, 40 hour per week, position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m., with a one-hour unpaid lunch. Occasional evening and weekend work may be required as job duties demand.

**Travel.** Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

**Required Education and Experience:**

- High School Diploma or 2 years related experience
- Knowledge of titles/closing
- Microsoft Office skills.

**Preferred Education and Experience:**

- Associates Degree or 3 years related experience
- Familiarity with title searching software

**Equal Employment Opportunity Statement:**

- AllFirst, LLC and its subsidiaries are committed to providing equal employment opportunity and will make employment decisions without regard to race, color, religion, national origin, citizenship, age, sex, gender, veteran status, marital status, disability or any other characteristic protected under applicable laws and regulations.

**Other Duties.** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**EMPLOYEE REVIEW AND ACKNOWLEDGMENT:** I acknowledge that I have read this Job Description, and I understand what is expected of me. The Company reserves the right to

change or reassign job duties or to combine positions at any time. **I also understand that I am an at-will employee, and this Job Description does not constitute a contract of employment.**

Employee Name (printed): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_