

# Position - Escrow Officer - Multiple Locations

1. The Woodlands, TX
2. Wagoner, OK

**Summary/Objective.** An Escrow Officer is primarily responsible for establishing new escrow clients and managing the escrow process through closing.

## **Essential Functions.**

- Originates business by contacting prospective clients and by developing and maintaining referral sources.
- Markets, establishes and maintains business relationships with potential and existing clients through professional, social, civic and community groups that promote the services and goodwill of the company.
- Oversees the activities of Escrow Assistants to ensure all business operating practices are executed in a timely manner.
- Manages the complete closing transaction through research, expert knowledge and consultation with involved parties.
- Accurately manages and calculates all financial matters surrounding each closing transaction.
- Completes real estate escrow transactions by determining title and underwriting requirements, clearing titles, assembling, preparing, and reviewing closing documents and disbursing funds.
- Determines escrow requirements by studying and clarifying buyer, seller, and lender instructions.
- Obtains clear title by ordering title reports; resolving title defects; satisfying existing liens and encumbrances against property or principals.
- Establishes escrow account by depositing funds and maintaining records.

- Prepares transaction documents by completing forms and statements; collecting and reviewing existing documents.
  - Completes calculations by prorating taxes and interest.
  - Completes closing transaction documents by assembling documents; reviewing papers with parties; explaining provisions and procedures; answering questions; checking documents for completeness and accuracy; obtaining signatures.
  - Completes closing by recording and filing documents; preparing and distributing final closing statements and title.
  - Prepares settlement statements by utilizing lender instructions.
  - Closes escrow account by balancing and disbursing funds.
  - Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
  - Complies with all regulatory requirements.
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- 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.**

- Ability to comprehend and write instructions, correspondence and memos with proper punctuation, spelling and grammar.
- Excellent verbal and interpersonal skills.
- Ability to deliver superior internal and external 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 effectively present information in one-on-one and small group situations to customers, clients and other employees.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- Ability to effectively utilize title-searching software.
- Ability to type at least 45 words per minute.

**Required Education and Experience:**

- High School diploma or GED
- 3 years experience directly handling escrow transactions as an Escrow Assistant
- Knowledge of title and escrow curative procedures, regulatory guidelines, legal documents, and real property law
- Knowledge and experience using Microsoft Office

**Preferred Education and Experience:**

- Associates Degree