

# Position - Title Examiner - Multiple Locations

Positions are open in the following locations:

1. Remote - TX
2. Remote - NM

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

- Knows all aspects of the nature of the job duties- Organizational, Processing, Delivery, and Proactive Communication.
- Examines deeds, deeds of trust, liens, judgements, easements, and plats/maps to determine ownership, encumbrances, and to verify legal descriptions of property.
- Analyze chain of title and preparation of reports outlining title related matters.
- Prepares property reports and title commitments.
- Reviews property search results and documentation and sets out underwriters' insuring requirements on title commitments.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Complies with all regulatory requirements.
- Understands, follows and stays current on all policies and procedures in the Employee Handbook.
- 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 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.
- Familiarity with basic title insurance underwriting guidelines.
- Ability to deliver superior internal and external customer service.
- Highly organized with strong attention to detail with the ability to multi-task.
- Ability to consistently meet deadlines, demonstrate strong follow-through and to follow all regulatory and company procedures.
- Ability to effectively utilize title-searching software.
- Ability to type at least 45 words per minute.

## **Required Education and Experience:**

- Thorough knowledge of the title evidence product and general parameters required to create the product.
- Proficient knowledge of and ability to work with multiple software technologies (RamQuest, Softpro, etc.).
- Ability to work within teams and coordinate/ motivate actions of team members.
- Strong computer skills, including MS Word, Excel, Outlook, and Explorer/Chrome.
- High School Diploma
- 3 years' experience in title examination.

**Job Type:** Full-time