

# Position - Escrow Specialist I - Multiple Locations

1. Red Oak, TX
2. Dallas, TX

**Summary/Objective.** The Escrow Specialist is responsible for efficiently processing escrow 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.)

- Completes real estate escrow transactions by determining requirements; clearing title and underwriting requirements; assembling, preparing, and reviewing closing documents; disbursing funds and balancing closing files.
- Determines escrow requirements by studying and clarifying buyer, seller, and lender instructions.
- Maintains professional relationship with customers.
- Provides status of the transaction throughout the closing process to the appropriate customers.
- 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 with escrow accounting; maintaining records and reporting to customers.
- 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 and obtaining signatures.

- Completes closing by recording and filing documents; preparing and distributing final closing statements and title.
- Prepares settlement statement by utilizing lender instructions.
- Closes escrow account by balancing and disbursing funds.
- Constantly communicates with the client/customers and Escrow Officer on the status of the transaction throughout the closing process.
- Schedules closing and maintains closing calendar for Escrow Officer.
- 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.
- Assists in marketing and new business development.
- 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 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.

- Understanding of escrow accounting processes.
- 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 type at least 45 words per minute.

**Required Education and Experience:**

- High School Diploma or equivalent required.

**Preferred Education and Experience:**

- Associates Degree or 1-2 years equivalent work experience.
- Knowledge of title insurance, regulatory guidelines, legal documents, and real property law.
- Microsoft Office skills.

**Job Type:** Full-time