

Title Examiner and Examiner Trainee

Summary/General Characteristics

Compile, review and interpret field search notes, land record documents, property tax and assessment information, maps and surveys, and various court records (civil, surrogate, bankruptcy) for re-packaging into a variety of product formats, and/or setting forth exceptions to title...following industry and company standards and guidelines. The ideal candidate will have experience examining title on a statewide and multi-state level.

Direction Received

Reports to and receives direction from the Assistant and Department Managers.

Typical Duties and Responsibilities

- Ability to work in an accurate, detail-oriented and highly productive manner
- Working knowledge of legal documents affecting title to real property and methods by which they are recorded, liens, encumbrances and circumstances that affect title to real property (and how to clear them)
- Knowledge of local filing requirements, recording fees, and abstracting procedures
- Knowledge of surveys and plotting metes and bounds
- Familiarity with all procedures performed in commitment production—including abstracts, examinations, document retrieval, surveys, plat maps, tax data, etc.
- 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
- Ability to compile, review and interpret information in a variety of formats
- Proficient in Microsoft Office, Internet Explorer, and Web navigation
- Act as liaison between clients, company, and field search vendors
- Optimal candidate will thrive in our fast paced, stressful, and rewarding work environment
- Candidate must be willing to work a reasonable amount of overtime per week
- Experience with preparing mortgage foreclosure certificates, and having an understanding of the foreclosure process is a plus
- Examination experience on a statewide and multi-state level is preferred
- Must be able to sit at a desk and type or review documents for an extended period of time.

Responsibilities for Direction of Others

This is a responsible, non-supervisory position.

Education and Experience

- High School Diploma or GED
- A minimum of two (2) years of experience in title examination, or a combination of education and relevant work experience is required