

JOB TITLE: Title Analyst

Reads and examines title searches to determine the effect on properties and assists in the resolution of issues that pose a potential liability in the transfer of property. This position requires attention to detail, the maintenance of privacy and confidentiality standards, courteous manner and professionalism. The successful candidate will engage in all facets of production within the department, and an effective communicator with our clients. Therefore, being a team player and a strong communicator is a must.

Duties & Responsibilities

- Reads, examines, and prepares open-ended commitments, and insurable commitments.
- Enters data into the title database, generates the necessary documentation, and emails the client.
- Collaborates with the escrow department to resolve title issues.
- Processes incoming orders and searches upon request.
- Adheres to company policies and guidelines.

Experience

- Minimum one (1) year of title experience preferred; but not required. We will coach.

Education

- High school diploma or equivalent is required and some college is preferred.

Skills

- Adapts to new, different, or changing requirements; and attentive to details.
- Maintains privacy and confidentiality of company information, as well as that of customers and co-workers.
- Uses logical thought processes to analyze and draw conclusions.
- Pleasant, courteous, and professional when dealing with internal and external customers or clients. Works effectively with others and treats them with honesty, fairness, and respect.
- Demonstrates a willingness to work and seeks out new work challenges.
- Plans and prioritizes work to manage time effectively and accomplish assigned tasks.
- Telephone skills, including a pleasant phone voice and etiquette.
- Uses standard English to clearly communicate thoughts, ideas, and information in written form.

Essential Job Functions (including physical requirements)

This position requires repetitive use of a keyboard, extensive phone use, bending, sitting, squatting, light lifting, and simple grasping.