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# Example of Title Examiner Job Description

Our company is growing rapidly and is looking for a title examiner. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for title examiner

* Pulling and assembling data that affects a certain piece of property
* Working directly with Florida Title Agencies and Title Search Providers to coordinate the title commitment production and delivery
* Resolving title related issues or work to obtain documentation or information necessary to clear title issues
* Running pre-closing and post-closing updates on title
* Works with Title Officers or other higher level staff for guidance on unusual and/or problematic situations such as back vesting uninsured deeds, prior liens, need for indemnity
* Search Public Records
* Examine Titles
* Summarize Recorded Documents
* Determine property titles's legal condition
* Examines search packages

## Qualifications for title examiner

* Updates title and judgment searches and ensures timely processing of associated documents
* License of Certification –Missouri Department of Insurance licensing or ability to meet the requirements for Missouri Department of Insurance licensing is required
* Work Experience – Prior knowledge of title examination and work experience as a title examiner within the title insurance industry is required
* Multi-state examination experience a plus
* Proficiency with Windows 95/98 operating system, data retrieval applications, word processing (MS Word) and or higher applications required
* Follow directions from plant management