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# Example of Title Examiner Job Description

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

## Responsibilities for title examiner

* Like many other legal support professions, certain qualities, such as the ability to keep confidentiality, work independently and remain accurate under pressure are very important
* Of mortgages and other contracts pertaining to titles by searching public and private records for law
* Maintains subconsultant database
* Ensures that contract and billing files are maintained according to standards
* Prepares and maintains appropriate spreadsheets for billing and project analysis
* Coordinates title plant operations with the title department, customer service, and outside services, as needed
* Reports research findings to appropriate personnel
* Work with all parties to the transaction including but not limited to borrowers, sellers, attorneys, lien holders, real estate agents and other creditors to resolve all items on the title commitment any lender requirements
* Address inquiries from clients, borrowers, real estate agents, internal staff and management in a professional and timely manner
* Perform daily review of all work in progress to ensure all work is completed in the proper timeframe as required by the client

## Qualifications for title examiner

* 2-3 years previous title examining experience and bachelor’s degree or established business background
* Maintain proper production levels and delivery standards on a daily basis · Review surveys prepared on properties, if applicable
* 2+ years directly related experience in the state of Texas
* Completion of high school and at least one year of responsible experience in title searching
* Title Examiner License a must
* Previous Title Examiner experience preferred