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# Example of Title Examiner Job Description

Our growing company is looking for a title examiner. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for title examiner

* Performing other responsibilities and duties assigned
* Possess knowledge of legal documents with ability to analyze and evaluate documents as it relates to title
* Review ALTA surveys with ability to map metes and bounds legal descriptions
* Explain chain of title and commitment with staff and customers
* Recognize title defects and formulate curative solutions
* Complete complex legal description title examinations from patent forward, review complex exceptions and clouds to determine insurability
* Research in databases such SKLD
* Perform with teamwork mindset and close customer relations of both escrow staff and customers to produce positive solutions and meet time requirements
* Run bankruptcy searches on the borrowers to determine if any bankruptcy cases have an effect on the client’s ability to foreclose
* Generate title reports and title commitments by determining applicable requirements and exceptions

## Qualifications for title examiner

* Collect Real Estate Tax Data from County Web Sites
* Conduct Searches using Title Data, Title Point or County Websites to locate all documents pertaining to the property and owners
* Have the ability to locate, accurately compile and interpret information affecting status of title to real property either through the various electronic and/or paper title plants
* Search and examine commercial property titles in accordance with company and local examining procedures and policies to determine the status of title
* Be able to shift priorities easily and will also possess the ability to leverage modern title production procedures and technology
* Must have strong analytical and problem solving skills the ability to work independently