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# Example of Title Examiner Job Description

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

## Responsibilities for title examiner

* Monitor all Outlook folders for Production and Updates
* Perform quality control check on all completed files
* Scan and upload completed title searches and documents into Title platforms
* Perform all duties and responsibilities in a timely manner consistent with established company standards for quality and service
* Address inquires from clients, borrowers, agents, and internal staff in a professional and timely manner
* Maintain open communication with other team members and Account Exec
* Meet established production goals and quality requirements as set by management
* Read search request to ascertain types of title evidence required and to obtain descriptions of properties and names of the involved parties
* Examine individual titles to determine if liens, restrictions, delinquent taxes will affect titles and limit property use
* Examine mortgage documents, deeds, court cases, taxes and other documents to produce a title commitment

## Qualifications for title examiner

* Familiarity with basic real estate terms preferred
* Minimum five years search and examining experience
* Good residential background in all aspects of search and examining
* Attention to detail and effective communication
* Minimum two years search and examining experience
* Minimum of 5 years’ experience in title search and examination, and preparation of title insurance commitments, with at least 33% of time devoted to commercial properties, and/or metes and bounds parcels