



# Example of Title Examiner Job Description

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Our growing company is searching for experienced candidates for the position of title examiner. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for title examiner

- Confirm that the title is, indeed, insurable by the title insurance company and that, based on current public records, there are no defects that will cause a claim to be raised against the current owner of the property
  - Knowledge of State Requirements
  - Abstracts and analyzes records, such as leases, subleases, liens, judgments, easements, vital statistics, and plot and map books
  - May perform all of the duties of a title searcher including opening files and inputting data, generating data from County records to identify tax payments and status, printing relevant documents and reports, sorting and assembling information, requesting additional documentation from title plants
  - Presenting information and providing recommendations to department management to resolve basic title and land rights issues
  - Planning all aspects of the analysis along with the presentation and implementation of strategies for a basic to moderate analysis
  - Search/Analyze/Verify Property Index and General Name Index for effect on title
  - Review search results to ensure compliance with all guidelines
  - Accurately price commitments, endorsements, policies, guarantees, and reports using appropriate schedules of fees and charges based on property location
  - A Title Examiner is a legal support professional who assists lawyers with many duties, including researching real estate records and examining property titles
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- Travel out of the office (must have own personal vehicle and applicable automobile insurance coverage under state law)
- Interact well with co-associates
- To prepare same—including abstracting, title examinations, survey analysis
- Knowledge of FAST a plus
- Familiarity with databases such as DataTrace/DataTree
- Research respective title plant software, analyze and evaluate pertinent record documents for determination of ownership, legal descriptions, and any connection to title