



Example of Title Examiner Job Description

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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

- 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