



## ESCROW OFFICER

Progressive and growing title company offering a Unique Opportunity for the right candidate to quickly progress professionally and financially.

### **Job Purpose:**

Completes or assists in completing real estate escrow transactions by gathering, checking, and preparing documents, maintaining accounts and setting-up appointments.

### **Duties:**

- Organizes escrow requirements by reviewing instructions.
- Maintains escrow account by maintaining records.
- Prepares transaction documents by ordering title reports; completing forms and statements; gathering existing documents.
- Supports closing transaction by setting appointments; assembling documents; checking documents for completeness and accuracy; answering questions.
- Complies with regulatory requirements by adhering to requirements.
- Updates job knowledge by participating in educational opportunities.
- Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Manage the entire real estate closing process, including compliance with real estate contracts, lender instructions, title requirements, company requirements and other written instructions
- Understand the escrow process to determine what steps need to be taken to transfer the title of property pursuant to the conditions called for in the real estate contract and lender instructions
- Collaborate with title department to resolve title issues such as legal descriptions, easements, lot splits, vesting, all tax liens, abstracts of judgments, bankruptcies, boundary disputes, encroachments, list pendants, etc.
- Oversee the issuance of checks, bills and statements, receipts, and any other documents needed to ensure customer satisfaction
- Secure all documents (corrective and others) that may be required for the issuance of title insurance
- Conduct closing with customer, realtor, lenders, and attorneys
- Assist customers and clients with closing related questions
- Prior to disbursement, confirm all funds are collected, all appropriate documents are checked for accuracy, signatures are collected, and acknowledgements and legal descriptions are correct
- Correct all taxes due, HOA dues, and any delinquencies and/or principal and interest
- Ensure all payoffs have been collected, mailed, delivered or wired according to instructions
- Verify against the HUD statement that all disbursements have been paid correctly
- Prior to recording, verify all legal documents for correct acknowledgements, legal, and lien information
- When needed, delegate work to and manage work of escrow assistants in the real estate transaction process
- Manage and develop client relationships to ensure future real estate closing transactions
- Correspond with lenders, builders, real estate agents and attorneys as needed
- Perform other duties as assigned by manager



#### **Skills/Qualifications:**

- Bilingual Preferred but not required.
- Familiar with standard concepts, practices, and procedures within the escrow/title industry field.
- Formerly in an Escrow Processor role.
- Good client relations and organizational skills.
- Knowledge of Microsoft Office applications.
- Ability to read and interpret documents.
- Detail-oriented and professional; able to handle confidential information.
- Strong communication, both verbal and written.
- Ability to deal with multiple types of roles such as real estate sellers, buyers, agents and brokers.
- Notary public or be bondable.

#### **We Provide:**

- Competitive Pay= Salary + Performance-based Incentive
- Health, Dental, Vision Insurance
- Paid Vacations and Holidays
- 401k Plan
- ***One on One Coaching and Training to accelerate your Career!***
- Employee Stock Purchase Plan
- Discounts on Travel, New vehicles, and more
- College Scholarship Programs