

## **Job Title - Title Examiner / Reader**

The Title Examiner will interact with clients, and understand client needs, and become an integral part of the team. They will order appropriate searches and analyze public records in order to prepare a report of the current condition of Title and determine requirements in order to deliver 'clear' title to our clients. The Title Examiner will also complete endorsements, maintain a working knowledge of all open files, and conduct appropriate follow up with all parties to the transaction.

### **Required Qualifications, Knowledge, Skills & Abilities**

- **5-7 years title/related real estate experience with at least 4 years as Title Officer**
- **Significant commercial title experience a must**
- Must be flexible with hours due to the nature of the business
- Detail oriented professional, with ability to multi-task and handle multiple projects simultaneously.
- Take charge attitude, high ownership personality, and team oriented, highly self-motivated, confident, and hardworking, with ability to manage time and workload efficiently
- Plan, organize and manage workflow, meet timely deadlines, and think critically and analytically to solve problems
- Excellent oral and written communication skills, strong customer service skills
- Proficient ability to use technology and analytical tools
- **Knowledge of recording documents with ACRIS a plus**
- **Knowledge of TrackerPro a plus**

### **What We Offer**

- Flexible and fun work environment
- All the tools and resources needed to enable you to be successful
- A collaborative and communicative environment where input and opinions are valued and heard
- Opportunities to learn, grow and contribute

### **Essential Functions & Responsibilities**

- Examine title to determine condition of property title for residential and commercial properties
- Examine abstracts of titles, leases, contracts, and other documents to determine any and all issues in connection with title insurance commitments and reports
- Examine mortgages, liens, judgments, easements, maps, contracts, and agreements to verify ownership, property description, restrictions, encumbrances to title, statutes and case law, and prepare report outlining issues and actions required to clear title including title endorsements
- Review closing documents (deed, mortgage, POA, affidavits, clearance materials, etc.) to ensure accuracy, recordable form and compliance for title clearance
- Read and review surveys, raise exceptions accordingly and draft metes and bounds / land descriptions
- Interact with interested parties, including independent examiners, attorneys, surveyors and counsel, to resolve problems and impart information

### **Salary/Benefits**

- Competitive salary, commensurate with experience
- Health Insurance
- 401k

### **Job Type: Full-time**

### **Work Location: Manhattan**

Please e-mail all inquiries to [info@federatednl.com](mailto:info@federatednl.com)