

Job Title: Senior Title Processor

United Title, located in the heart of Severna Park, is looking to hire a new Senior Title Processor to its residential and commercial practice!

The successful candidate will be immediately responsible for a manageable title caseload, along with our ancillary duties that are essential to the function of the company. This position is full-time. Salary will be commensurate with experience and will include health insurance and other benefits at the firm's expense.

Job functions include:

1. Receive and review contracts of sale, refinance requests, and requests for title or settlement services.
2. Place orders for title abstracts, location and boundary surveys, requisite lender information, and other title and settlement instruments.
3. Examine title searches and surveys.
4. Prepare commitments for the issuance of title insurance policies.
5. Obtain payoff and release statements of mortgage liens, judgment liens, and tax liens to insure and facilitate clear title.
6. Coordinate time, location, and other logistics of settlements with lenders, agents, and other requisite parties to a given transaction.
7. Prepare HUD-1 settlement statements.
8. Input title abstract and other information into company's case management system.
9. Organize, synthesize, and prepare various settlement documentation.
10. Receive funds due and payable, initiate applicable wire transfers, and prepare all checks.
11. Review and prepare settlement files for post-closing department.
12. Prepare ongoing ledgers of ongoing transactions for company-wide distribution and understanding.
13. Continuing education procurement.

Requirements:

1. Minimum of two years of title company experience in a processor or related role.
2. Title producer license
3. Notary Public license
4. Demonstrated enthusiasm for the real estate and title industries and its clientele (homeowners, investors, builders, agents, etc.).
5. Exceptional skillset in written and verbal communication and advocacy.
6. Proficiency in managing multiple priorities, administrative coordination, and logistics.
7. Well-organized, detail-oriented, and able to multi-task with follow-up efforts.
8. Proficiency in Microsoft Office, TSS, and other systems.

We look forward to hearing from you!

-Gary Damico, Vice President of Development