

JOB POSITION: Abstractor
LOCATION: Eden Prairie, MN
POSITION HOURS: Monday – Friday 8:30 am – 5:00 pm (30 min. unpaid break)
POSITION STATUS: Full-time, Hourly, Non-exempt
AVAILABILITY: Immediate

JOB DESCRIPTION:

Results Title is a local and independent full-service real estate closing and title insurance company who is currently seeking a full-time Abstractor at our corporate office in Eden Prairie, MN.

JOB DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

- Create abstracting worksheet in Softpro, or create order to send to our outside vendor
- Pull appropriate tax information from County website and check for delinquent taxes
- Check for discrepancies in tax legal description and abstracting for accuracy
- Search and pull county real estate records via Orbit, Landshark, or other portal
- Conduct name search and SDN search on all files; pull judgments, liens and bankruptcy information, when applicable
- Generate and send the plat, assessment and foreclosure search to Epic
- Complete tract checks either in-house or send to outside vendor, when applicable.
- Monitor and manage the tract check tasks in Pending tab
- Monitor and manage the “search” email in-box by dropping new searches received into Greenfolders and assign files to the examining department
- Complete various requests by closers, as needed
- Complete external customer search requests, as needed. Create an invoice, when appropriate
- Assist other departments, when needed (including but not limited to post-closing, file opening, proofing, etc.)
- Manage a daily task list while maintaining a current status

REQUIREMENTS:

- Proficient in MS Office; Outlook, Word, and Excel
- Professional and clear phone etiquette
- STRONG sense of urgency and problem solving skills
- GREAT attention to detail
- Ability to work in a fast-paced environment with minimal supervision
- Top notch organization skills and excellent verbal and written communication
- Title or real estate background, is preferred
- Knowledge of Softpro and Greenfolders, is preferred, but not required

EOE

For consideration, please submit your cover letter and resume to: jobs_5@results.net