

JOB POSITION: Title Examiner
PRIMARY LOCATION: Eden Prairie, MN (potential to work remote)
POSITION HOURS: General Office Hours, Mon – Fri, 8:00 am – 5:00 pm
POSITION STATUS: Salary, Exempt (full-time)
AVAILABILITY: Immediate

Underwritten by Chicago Title Insurance Company, our customers are backed by a 150-year history of financial quality and stability. With an average of over 15 years of experience amongst its staff, Results Title prides itself on employing only the highest quality production staff and closing agents.

Results Title is currently seeking an experienced Title Examiner at our corporate office in Eden Prairie.

JOB DESCRIPTION AND RESPONSIBILITIES (include, but are not limited to):

- Examine property records, tax records, plat inspections, assessment searches and purchase agreements
- Work with assigned offices in completing exam and managing files by priority and rush status
- Back-up other team members when out or as needed
- Determine title requirements and exceptions based on the examination
- Complete exam layout clearly and detailed for typist and proofer
- Work closely with our underwriter and exam team to determine coverages, exceptions and risks
- Assist closers, internal and external or any others involved in the transaction to resolve any title issues for closing
- Problem solve with closers, management and/or underwriter when needed
- Update the title commitment or O&E with changes when necessary for assessments, plats, and tract checks
- Assist with LOI's, claim issues and rejects, if needed
- Provide assistance to abstractor with research related questions and problems
- Review, approve and advise with respect to documents necessary for the closing

KNOWLEDGE, SKILLS AND ABILITIES:

- 3 years (minimum) of title examine experience, required
- 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 Select is preferred, but not required

Compensation: Salary is commensurate with experience and qualifications plus a comprehensive benefits package including medical, dental, vision, short term disability, critical, accident and life insurance, 401k Savings and Retirement, and Wellness Program.

If you are interested in applying for this position, please send your cover letter and resume to:

Jobs_15@results.net

Results Title is an EOE. We are committed to hiring individuals who contribute to the cultural diversity of our workplace. Employment at Results Title is based solely on a person's merit and qualifications directly related to professional competence. Our hiring decisions are guided by our equity value; embracing differences, seeking to eliminate racism and other forms of discrimination, and striving to create a workplace in which everyone matters