**Title Abstractor Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Title Abstractor to examine and research residential title histories after an order for title examination has been placed. We’re looking for a motivated individual who thrives in a fast-paced, friendly, team-oriented environment.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Examining mortgage documents, deeds, liens, court cases, taxes, and other documents to produce a title commitment
* Read search requests to ascertain types of title evidence required and to obtain descriptions of properties and names of involved parties
* Examine individual titles to determine if restrictions, such as delinquent taxes, will affect titles and limit property use
* Confer with clients, realtors, lending institution personnel, buyers, sellers, contractors, surveyors and/or vendors, laws firms, courthouse personnel to exchange title-related information or to resolve problems
* Preparing initial title commitments/reports
* Frequent communication with closers, processors, vendors and underwriters and/or law firms
* Proficiency in drawing out metes and bounds of legal descriptions
* The use of computerized systems daily and being skilled in typing

#### About you

* Maintain regular and reliable attendance and punctuality
* Work cooperatively and interact professionally with others
* A high school diploma or equivalent
* A minimum of [insert number] years of experience in the mortgage industry
* Skill and knowledge of computer search methods
* Ability to prepare accurate, well-typed reports based on findings
* Ability to work independently
* Able to work in a fast-paced environment to meet deadlines
* Skilled in Microsoft Office Word and Excel
* Working knowledge of title software programs

#### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]