**Title Agent 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 Agent to maintain customer relationships and servicing the customer needs. Follow up to make sure we met all their needs and collaborate with branch management, escrow, and title staff to carry out your role.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Check for real estate title defects after conducting property search for title issues such as liens, claims, deeds, wills, mortgages, or fraud
* Work effectively throughout the closing process with a variety of industry professionals such as real estate agents, settlement agents, title insurance agents, law firms, escrow officers, closing agents, paralegals, and escrow companies
* Ensure all legal documents at the county and federal level have been recorded and present deed to new owners
* Prepare title abstract and title opinion after conducting a title search
* Issue title policy and transfer title ownership after reviewing all closing documents to ensure title commitments have been satisfied and preparing a closing statement

### About you

* Prefer process-driven, analytical and detail-oriented individual with excellent communication skills
* State license requirements must be met for this position, title producers license is a bonus
* [insert number] years of title closing experience, abstractor experience, title examiner or providing closing services is required
* Experienced with Microsoft Office Suite
* High school diploma required, college degree preferred

### 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]