**Title Processor 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 Processor who will be responsible for preparing and reviewing closing documents for accuracy, creating commitment documents, reviewing loan packages and disburse checks, and order title searches, tax/utility certifications, and payoffs. The incumbent will prepare documents for recording and will be responsible for disbursing files, will accurately compute recording/filing fees for various counties and municipalities while clearing any title issues and preparing final title policies.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Directly communicate with clients, borrowers, real estate agents, lenders, and banks throughout the entire title and settlement process
* Work as part of a customer-focused team ensuring timely delivery of documentation and information needed to facilitate closings
* Preparation of legal, insurance, and settlement documents including commitments, closing disclosures, affidavits, and recordable instruments under the supervision of staff and management
* Procurement of third-party documentation, tax information, judgment and payoff statements, and homeowner's and condominium association certifications
* Possess the ability to work independently, and on special projects when necessary
* Adherence to company policies, industry, and government regulations and practices

### About you

* At least [insert number] years in the title, or mortgage industries (required), or bachelor's degree
* Excellent customer service skills or work experience in service-related industries
* Full understanding of telephone and email etiquette, understanding customer-focused communication
* Knowledge of Microsoft suite of products, especially Excel and Word
* Knowledge of title production and document management software

### 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]