**Title Specialist 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 Specialist responsible for providing an impeccable experience to our customers and agents as it relates to the Title part of the company’s process.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Maintain professional relationships with current customers and promote new customer relationships
* Review contracts, attorney instruction letters, title commitment, and lender instructions to determine closing requirements and/or make legal and underwriting decisions
* Review title exams, plats, surveys, and loan documents to identify title issues and determine requirements related to those issues
* Prepare, review and issue title insurance commitments, lender requirements, and policies
* Advise the residential department on title insurance underwriting matters
* Review deeds, mortgages, satisfactions, resolutions, or any other legal documents required for real estate closings

#### About you

* Minimum [insert number] years' experience in Title & Registration document processing
* A high school diploma required; some college preferred
* Passion for customer service
* Effective communication skills, especially phone skills
* Strong working knowledge of Microsoft Excel and Word
* Legible handwriting for paper documentation
* Ability to navigate online sites for policies and procedures
* Ability to work quickly and efficiently against a continuous workload
* Data entry experience preferred
* Strong attention to detail

#### 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]