

MODERN

abstract and title

Abstractor

Modern Abstract & Title provides comprehensive title insurance coverage, complete abstracting and professional services for purchases, construction, refinances, or equity loans. The company's thorough searches, title clearance, and insurance help to produce clear property titles and enable the efficient transfer of real estate.

Abstractor Job Summary

Search public records and examine titles to determine legal condition of property title. Copy or summarize (abstracts) recorded documents which affect condition of title to property (e.g., mortgages, trust deeds, and contracts). Summarize pertinent legal or insurance details or sections of statutes or case law from reference books for purpose of examination, proof, or ready reference. Search out titles to determine if title deed is correct. Prepare for attorney opinion.

Abstractor Primary responsibilities

- Examine and verify titles.
- Search real estate records.
- Summarize legal or insurance documents.
- Compile lists of mortgages, contracts, and other instruments pertaining to titles by searching public and private records for law firms, real estate agencies, or title insurance companies.
- Search, analyze, and evaluate records relating to titles of homes, land, and buildings.
- Ensure that the title to a property in question has no restrictions that may prevent or hinder its sale or use.
- Issue title insurance, acquire rights of way, buy and sell property, grant mortgage loans, and obtain and protect mineral rights.
- Search public and private records for law firms, real estate agencies, or title insurance companies.

- Examine deeds, deeds of trust, liens, judgments, easements, and plats/maps to determine ownership, encumbrances, and to verify legal descriptions of property.
- Prepare property reports and title commitments.
- Analyze chain of title and preparation of reports outlining title-related matters.
- Examine title reports from outside abstractors

Abstractor Role Specific Knowledge:

- Obtain Information -- Observing, receiving, and otherwise obtaining information from all relevant sources.
- Documenting/Recording Information -- Entering, transcribing, recording, storing, or maintaining information in written or electronic form.
- Analyzing Data or Information -- Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- Processing Information -- Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- Evaluating Information to Determine Compliance with Standards -- Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- Identifying Objects, Actions, and Events -- Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- Interpreting the Meaning of Information for Others -- Translating or explaining what information means and how it can be used.
- Communicating with Persons Outside Organization -- Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- Resolving Conflicts and Negotiating with Others -- Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
- Organizing, Planning, and Prioritizing Work -- Developing specific goals and plans to prioritize, organize, and accomplish your work.

- Making Decisions and Solving Problems -- Analyzing information and evaluating results to choose the best solution and solve problems.
- Updating and Using Relevant Knowledge -- Keeping up-to-date technically and applying new knowledge to your job.
- Communicating with Supervisors, Peers, or Subordinates -- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Establishing and Maintaining Interpersonal Relationships -- Developing constructive and cooperative working relationships with others, and maintaining them over time.

Abstractor Required skills:

- Reading Comprehension -- Understanding written sentences and paragraphs in work related documents.
- Active Listening -- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
- Writing -- Communicating effectively in writing as appropriate for the needs of the audience.
- Speaking -- Talking to others to convey information effectively.
- Mathematics -- Using mathematics to solve problems.
- Critical Thinking -- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Active Learning -- Understanding the implications of new information for both current and future problem-solving and decision-making.
- Complex Problem Solving -- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Monitoring -- Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Written Comprehension -- The ability to read and understand information and ideas presented in writing.
- Near Vision -- The ability to see details at close range (within a few feet of the observer).
- Written Expression -- The ability to communicate information and ideas in writing so others will understand.

- Oral Expression -- The ability to communicate information and ideas in speaking so others will understand.
- Deductive Reasoning -- The ability to apply general rules to specific problems to produce answers that make sense.

Abstractor Experience, Education Required:

Licensed abstractor by State of Oklahoma

At least 2 years' experience with Abstracting in state of Oklahoma

Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Clerical -- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and transcription, designing forms, and other office procedures and terminology.

Abstractor Benefits:

- Medical, Vision and Dental Insurance
- Voluntary term life
- 401-K
- Paid sick days and vacation days
- Paid holidays

(Title examiner, licensed abstractor, title search, real estate)

Equal Employment and Nondiscrimination

At Modern, our commitment to diversity and inclusion is helping us to create not only a great place to work, but also an environment where our employees, our customers and our communities can reach their goals and connect with each other. Stewart takes affirmative action to ensure that applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, disability, history of disability, veteran status, nationality, or sex/gender. Some state or local laws also specifically prohibit discrimination on the basis of additional classifications, which may include ancestry, citizenship status, political affiliation, gender identity, sexual orientation, marital status and/or parental status.

