

MODERN

abstract and title

TITLE CLERK JOB DESCRIPTION

JOB SUMMARY:

The Title clerk is responsible reviewing attorney opinions on all abstracts and preparing the title commitment based on the opinion given. Prepare all documents required to cure related title issues described in the opinion. After the closing the title clerk will review compliance of the title requirements as described in the commitment and when all are met, issue final title policy. The title clerk will work closely with the closing department to aid in curing any outstanding title issues, as well as providing support and guidance as needed.

TITLE CLERK JOB ROLES:

- Prepare title commitments based on Attorney opinion.
- Prepare all required instruments for closing, and ensure accuracy of spelling, legal names, and legal addresses as they relate to each transaction.
- Collaborate with abstract department, customers, and escrow officers to resolve title issues such as legal descriptions, easements, lot splits, vesting, all tax liens, abstracts of judgments, bankruptcies, boundary disputes, encroachments, lis pendents, etc.
- Ensure all endorsements are provided as requested by lenders or buyers.
- Remit all payments to underwriters within required time frame as outlined by our agreement.
- Send all final title policies to lenders and owners, promptly and without delay.
- Balance and reconcile all remittances with underwriters.
- Post Closing- Review all final closing instruments that will be filed of record to ensure filings occur in proper order.
- Ensure Post Closing filings have occurred timely, and prior to policy remittance
- When needed, delegate work to and manage work of escrow assistants in the real estate transaction process
- Correspond with lenders, builders, real estate agents and attorneys as needed
- Perform other duties as assigned

TITLE CLERK ROLE SPECIFIC KNOWLEDGE:

- Familiar with standard concepts, practices, and procedures within the escrow/title industry field.
- Good client relations and organizational skills.

- Knowledge of Microsoft Office applications.
- Operate Title software to input information and render documents
- Ability to read and interpret documents.
- Detail-oriented and professional; able to handle confidential information.
- Strong communication, both verbal and written.
- Ability to deal with multiple types of roles such as real estate sellers, buyers, agents and brokers.
- Notary public or be bondable.

TITLE CLERK EDUCATION, LICENSURE, AND EXPERIENCE:

- Completion of a High School diploma or GED required.
- Applicable experience
- Ability to pass Oklahoma Title Insurance producer exam
- Ability to pass Oklahoma Abstractors Exam

BENEFITS:

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

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. Modern takes affirmative action to ensure that applicants are recruited and employed, and that employees are treated fairly 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.