
MODERN

abstract and title

Job Description

ABTRACTOR

ABSTRACTOR JOB SUMMARY

Search public records and compile 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 information and prepare for attorney opinion.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Search real estate records via a digital database.
- Summarize legal 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.
- Examine deeds, mortgages, 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
- Observing, receiving, and otherwise obtaining information from all relevant sources.
- Documenting/Recording Information –Indexing to data base
- Analyzing Data or Information related to real property records
- Making Decisions and Solving Problems
- Updating and Using Relevant Knowledge

ROLE SPECIFIC KNOWLEDGE:

- **Excellent Reading Comprehension skills**
- Strong Active Listening skills
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Perform other duties as assigned by supervisor.
- Mathematics -- Using mathematics to solve problems.
- Proficient in Microsoft Office Suite and Outlook.
- Ability to perform under pressure and be flexible with disruptions throughout the workday.
- Critical Thinking -- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to prioritize and handle multiple projects.

- Strong attention to detail and organizational skills
- Monitoring -- Monitoring/Assessing performance of yourself, other individuals
- **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).

EDUCATION, LICENSURE, AND EXPERIENCE:

- Completion of a High School diploma or GED required.
- Customer Service Experience
- Abstract, Title, Legal or other related industry experience **REQUIRED** min of 1yr
- Ability to pass and become a licensed abstractor by State of Oklahoma
- Knowledge of laws, legal codes, court procedures, and agency rules

BENEFITS:

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

HOURS: 40 hours per week

PAY RATE: \$15-25 per hour based on experience.

PAY PERIOD: Bi-Weekly

BENEFITS: Medical, Dental and Vision benefits available after 60 days. 401(k) after 12 months

LOCATION: Remote work, with periodic office attendance required.

ATTIRE: Remote Work= Casual **Office or Travel work=** Business Attire

(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. Modern 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.

Job Type: Full-time

Pay: \$12.00 - \$25.00 per hour