

JOB DESCRIPTION

Position:	Title Officer
Department:	LenderLive Settlement Services - Title
Summary:	Responsible for responding to customer and internal title underwriting questions and resolving more complicated and complex title underwriting issues.

Duties:

1. Review request from customer or internal examiners/departments
2. Research title requirements to determine resolution and write requirements or exceptions to coverage
3. Ensure compliance with underwriting and license requirements
4. Work with outside counsel or through counsel from title insurance company
5. Discuss with customer, lender, or borrower to find solutions and title resolution
6. Other related tasks as defined by supervisor

Qualifications:

Mortgage and expert level title knowledge with a minimum of 5 years title abstracting or title underwriting experience. Strong customer service ability, computer knowledge, and superior organizational skills. Preferred candidate will have individual title licensing.