

About the job

Join the growing team at Parks Title. Parks Title is a recognized expert in providing fast and accurate title and settlement services throughout Michigan and Illinois. We pride ourselves in quality work and uncompromising professional ethics.

We are currently seeking a full-time **Title Examiner** to support the operations of Parks Title's Royal Oak office.

Position Summary:

The Examiner primary function is to search, analyze, and evaluate records on titles to land, residential and commercial properties. The Examiner ensures that the title to a property is free of restrictions that may affect its sale or use. The Examiner utilizes various websites and title search software. Must be innovative in approach to locating property information, and is responsible for making a determination on what does and what does not affect the title to a property. The Abstractor must be able to operate in an environment with tight deadlines and strict standards.

Responsibilities/Duties(not limited to the following) :

- Searches deed records utilizing various county software & websites for counties.
- Examines chain of title.
- Verifies ownership and encumbrances of a property.
- Abstracts and analyzes deeds, deeds of trust/mortgages, easements, judgments, tax assessments, mineral
- Reviews title reports and their documentation in a timely and thorough manner
- Ability to work with Escrow Team Members, as well as underwriters

Specific Knowledge & Skills:

- Knowledge of title software desired, Ramquest preferred.
- Knowledge of Data Trace use.
- Knowledge of county website use.
- Understanding of basic computer programs (Microsoft Office)
- Demonstrates the appropriate initiative when making decisions and problem-solving.
- Must be able to prioritize and organize multiple simultaneous tasks to ensure timely and accurate completion.

Must have excellent communication skills on all levels within and outside of the organization.

Must take pride in quality work and excellent service

Must have a positive outlook.

Must be a team player with a can-do attitude.

Must be a professional with uncompromising ethics.

Parks Title is committed to being the best place to come for excellent service and a fulfilling career. We offer competitive salaries and excellent benefit packages. Please send your resume and salary expectations in confidence to hopalewski@parkstitle.com.