

Job Title: Escrow Tech**Revised: February, 2016
Reports to: Escrow Manager****COMPANY CONFORMANCE STATEMENTS:**

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers and vendors.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

OBJECTIVE:

Under general supervision and according to general escrow procedures with limited instructions from supervisor, accepts files and instructions from escrow officers and/or lenders and performs the pre-closing process required for closing the sale of single family, small multi-family, and condominium residences. An Escrow Tech may also be responsible for printing all lender packages. Maintains file records in our system. It is understood that in some regions an escrow tech may assist with both the closing requirements and disbursement requirements or be assigned as primary on one or the other.

ESSENTIAL FUNCTIONS:

- 1) Reviews Purchase Agreement or Contract for Sale of Real Estate and instructions from escrow principals, verifies that they are correct and appropriate. Creates closing file and assists Sales Representatives, Realtors and lenders with questions and/or problems relating to the title commitment and closing procedure, in preparation for closings.
- 2) Accepts and/or requests required documents or information from processing that is still needed for transactions, i.e. purchase agreements, lender information, surveys, etc. Also accepts occasional deposits, when required by customer, from buyer/lender/seller in a timely manner.
- 3) Scans all incoming documents, i.e. purchase agreements, lender information, surveys, etc., within 24-hour timeframe, to the transaction file in the system. These documents become viewable to internal customers and appropriate external customers.
- 4) Reviews title commitments to verify vesting and legal description for accuracy, including spelling of names. Verifies that commitments match information given us by customers, purchase agreements, and surveys. Also verifies taxes.
- 5) Consults with examiner, lenders and/or principals in reconciling discrepancies between instructions and title commitments.
- 6) Schedules closings for escrow officer, confirms closings with lenders and informs closing office as needed. Helps set up files, pulls any information needed from Resware, and helps prepare any MTC documents as needed.
- 7) Reviews files for completion and turns over to appropriate escrow officer for review and closing.
- 8) Verifies date downs, reviews any updated payoffs, and checks taxes, if delinquent. Completes seller side HUD within 48 hours prior to scheduled closing and sends to client.
- 9) Works with escrow team to help with preliminary CD/HUDs, working up lender files with lender instructions and obtaining approval. Also helps distribute CD/HUDs prior to closing to appropriate parties. Makes file copies for closings.
- 10) Completes the disbursement of files, sends out lender packages, confirms all funds have been disbursed, and prepares all documents for recording in an appropriate time frame set by company. Also prepares the final policy(s) or starts action to have prepared by the finals department.
- 11) Performs other related duties as assigned.

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KNOWLEDGE, SKILLS & ABILITIES:

Good working knowledge of computers. Good understanding of residential real estate transactions, title and escrow closing procedures. Strong communication skills and an optimistic, enthusiastic and professional attitude are required to coordinate related activities, motivate and convince internal and external customers to successfully achieve end results. Knowledge of specific office procedures, company terminology, organizational structure and area of responsibilities and assignments. Must be able to determine and utilize the level of knowledge and job duties of company personnel, in order to maintain good service level and/or comply with special requests of internal or external customers. Impact of work is directly relevant to revenue dollars of the Company and subject to normal instructions and frequent supervisory review of goals, progress and end-results. The ability to develop rapport with customers is critical to maintain competitive market share. Outgoing personality and service orientation to maintain and help grow market share in a competitive business. Self-starter with excellent time management and organizational skills to shift schedules and offer prompt, reliable service. Other essential requirements include the ability to facilitate independence, accountability, creativity and a sense of professionalism, and maintain confidentiality.

EDUCATION, EXPERIENCE & LICENSING:

High school graduation/equivalent with four years of experience in escrow work or an equivalent combination of education and experience. Active notary certificate and an active limited license for title insurance by the State where required.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

Agreed to by: _____
Escrow Tech Signature

Date

Printed Name: _____

Supervisor: _____
Escrow Manager Signature

Date

Printed Name: _____