

**Job Title: Examiner**

**Revised: October, 2014  
Reports to: Branch Manager/Title 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, examines title orders to determine ownership and interest in real property. Prepares error free examiner’s write-up sheets in accordance with company examining procedure and reconciles title problems.

**ESSENTIAL FUNCTIONS:**

- 1) Examines searches to determine the condition of title and the effect of all deeds, mortgages, easements, liens, assessments, probates and other conveyances and encumbrances. Verifies and makes minor changes in legal descriptions to ensure complete coverage of property.
- 2) Completes initial updates (not amendments or quick changes).
- 3) Creates invoices to be included with all orders and also included in the same email.
- 4) Determines whether a particular item should be included or eliminated from the title examination and, when in doubt, solicits assistance from department manager or other appropriate levels of personnel.
- 5) Completes all actions in ResWare® pertaining to exam.
- 6) Performs other related duties as assigned.

**KNOWLEDGE, SKILLS & ABILITIES:**

Requires an excellent working knowledge of computers. Requires familiarity with searcher’s write-up sheets, standard write-ups and associated codes and abbreviations and terminology of the title insurance industry. Requires knowledge of the company’s rate sheet and pricing policies. Also requires familiarity with company’s email system.

**EDUCATION, EXPERIENCE & LICENSING:**

Associate’s degree with four years of experience in real estate title work or an equivalent combination of education and experience. State notary certificate and an active limited license for title insurance by the State.

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: \_\_\_\_\_  
Examiner Signature

\_\_\_\_\_  
Date

Printed Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

Printed Name: \_\_\_\_\_