

Job Title: Title Tech**Revised: January, 2015
Reports to: 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, checks the quality of work on title work produced by title examiners and ensures title work is delivered properly to customers, clients and other company employees as necessary. Communicates with outside customers and other company employees as to the status of title work, providing superior and professional customer service ensuring orders are going out on a timely basis.

ESSENTIAL FUNCTIONS:

- 1) Works within a pool of files to ensure the files are being checked in the correct order (i.e., oldest files first).
- 2) Checks through each title commitment to ensure Examiner has included all requirements necessary for each.
- 3) Marks corrections on title commitment when needed.
- 4) Checks to ensure Examiner has prepared all necessary documents based on order documents and file notes, i.e., deeds, CPLs, invoices, etc.
- 5) Combines all prepared documents with title commitment into a Title Product Package and delivers product as necessary.
- 6) Communicates with Title Trainer and management regarding common and/or major errors being made by Searchers/Examiners.
- 7) Works closely with processing team to assist with title issues.
- 8) Communicates with Account Managers when there are issues on title work to advise them how and when the issues will be handled.
- 9) Assists with underwriting functions to clear title issues when they arise.
- 10) Performs other related duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

Requires an excellent working knowledge of computers. Strong communication skills required to coordinate delivery of title work to clients, customers and other MTC employees as well as giving feedback to title examiners and searchers as to the quality of their work. Utilizes knowledge of specific office procedures, company terminology, organizational structure and area of responsibilities and assignments. Determines and utilizes 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. Must possess a positive attitude and be willing to accept feedback from management.

EDUCATION, EXPERIENCE & LICENSING:

High School diploma or equivalent with extensive experience in the area of title production. Must have a good understanding of state specific title law/rules along with company procedures.

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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: _____
Title Tech Signature Date

Printed Name: _____

Supervisor: _____
Title Manager Signature Date

Printed Name: _____