



# PACIFIC NORTHWEST TITLE

## **Escrow Assistant**

### **Non-Exempt/Hourly**

**Reports to: VP Escrow / Escrow Officer/LPO**

### **Summary:**

Assist the Escrow Officer/LPO in the process of closing real estate escrow transactions, quickly and accurately, and under constant time constraints. The incumbent must possess a thorough understanding of Administrative and/or Financial practices and operations, and of Escrow & Title processes, products and policies. This role requires the capability to manage & maintain adequate & efficient workflow with little to no supervision. The Senior Escrow Assistant will have sufficient knowledge and skills necessary to understand legal descriptions, real estate transactions and lending documents, and comprehend how they impact and relate to each other, and the closing process.

### **Duties & Responsibilities:**

- Determine escrow requirements by reviewing the purchase & sale agreement, buyer, seller and lender instructions with Senior Escrow Assistant or Escrow Officer/LPO.
- Obtain clear title by ordering title report; resolve title defects; satisfy existing liens and encumbrances against property or principals
- Establish escrow account by depositing funds and maintaining records
- Ordering payoffs for voluntary and involuntary liens
- Determine if real estate taxes need to be paid or prorated
- Follow up with buyers, sellers, lenders & agents to make sure we have all items required to complete the transaction to also include verification of commissions, septic inspections, bills, utilities, & any warranties offered
- Deliver estimated settlement statements and CDs to agents and lenders
- Establish signing appointments with buyer(s) & seller(s) and notifies agents and lenders regarding the appointments
- Prepare funding package for lender final review
- Balance with the lender for funds to be wired
- Prepare transaction documents by preparing documents and statements, collecting and reviewing existing documents
- Record and file appropriate documents
- Close escrow account by disbursing funds.
- Maintain on-going conversation with all parties during the course of the transaction especially focusing on weekly calls to the agents
- Updates professional skills and knowledge by participating in educational opportunities, attending in-house training opportunities, participating in professional organizations and reading related industry publications.
- Other duties as assigned.

### **Skills/Qualifications/Qualities:**

- Two years of escrow experience
- Basic Financial Skills
- Excellent Documentation Skills
- Superb Verbal Communication Skills, Customer Service Skills
- Excellent Organizational, Prioritization and Time Management Skills

- Teamwork and Relationship Building Skills
- Ability to multi-task
- Excellent Problem solving abilities
- Familiarity with real estate laws and regulatory terms and the ability to interpret monetary agreements
- Knowledge and experience in general office and administrative operating procedures
- Standard software applications and solid computer skills
- Must be Dependable, Responsible, and possess Honesty, Integrity, & able to maintain Confidentiality and protection of sensitive information

**Escrow Officer:**

The Escrow Officer oversees and directs all activities related to closing escrow.

**Escrow Officer/LPO:**

The LPO (Limited Practice Officer) is an Escrow Officer with the ability to provide legal assessments regarding the real estate escrow transaction.