



**Escrow Support - Signer**  
**Non-Exempt/Hourly**  
**Reports to: VP, Escrow Manager**

**Summary:** Responsible for meeting with customers and assisting them in the signing of closing documents for their real estate transactions. When not conducting a signing, responsible for supporting Escrow Officer/LPO in process and closing of real estate escrow transactions.

**Duties & Responsibilities:**

- Schedule signing appointments
- Copy paperwork and/or download to USB
- Notarize documents for shipping to lender for final review
- Obtain and check personal identification
- Maintain notary journal
- Expand knowledge to assist in escrow units
- Maintain confidentiality
- Determine escrow requirements as needed to assist with closing process
- Other tasks as assigned

**Skills/Qualifications/Qualities:**

- Excellent customer service skills
- Basic financial skills
- Superb verbal communication and customer service skills
- Effective organizational, prioritization and time management skills
- Teamwork and relationship building skills
- Detail oriented Multi-Tasker
- Excellent problem solving skills
- Knowledge and experience with 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