



PACIFIC NORTHWEST TITLE

Escrow Officer/LPO Non -Exempt

Reports to: VP Escrow

Are you an experienced Escrow Officer/LPO with a desire to develop your skills and expertise in a professional work environment? Pacific Northwest Title is expanding our Escrow Team - if you are a diligent, accountable, accurate, goal driven individual this may be the opportunity for you!

Position Summary: The Escrow Officer/LPO is responsible for the completion of real estate escrow transactions by determining requirements, clearing title, assembling, preparing and reviewing closing documents and disbursing funds.

About PNWT: Pacific Northwest Title of Kitsap County is a locally owned and operated independent title insurance agent. Our vision is to provide stellar service, with high trust and integrity so that when the choice comes to choosing a title and escrow company there is simply no other option! We are committed to making a difference in the lives of our clients and our community. Our culture strives to foster bold, ethical leaders creating trust, respect and integrity in a workplace. The PNWT environment values learning and growth while remaining committed to fulfilling a balance between life and work.

Duties & Responsibilities:

- Determines escrow requirements by reviewing the purchase & sale agreements, buyer, seller and lender instructions.
- Obtains clear title by ordering title report; resolve title defects; satisfy existing liens and encumbrances against property or principals.
- Establishes escrow account by depositing funds and maintaining records.
- Prepares transaction documents by completing forms and statements; collecting and reviewing existing documents.
- Completes calculations by prorating taxes and interest.
- Completes closing the transaction by assembling documents and closing statements; checking documents for completeness and accuracy; reviewing papers with parties to the transaction; explaining provisions and procedures; answering questions; obtaining signatures.
- Recording and filing of appropriate documents; prepare and distribute final closing statements and order final title policies.
- Closes escrow account by disbursing funds.
- Complies with regulatory requirements by adhering and enforcing adherence to requirements
- Updates job knowledge by participating in educational opportunities; attending in-house training sessions; reading professional publications; participating in professional organizations; maintain LPO by attending clock hour classes.
- Maintains contact with all parties throughout the transaction.
- Builds & maintains relationships with agents, builders & lenders or other clients directing business to PNWT.

Skills/Qualifications:

- Minimum of 2-4 years of experience as an Escrow Officer or LPO
- Proficient in Word and Excel, as well as software and computer proficiency in general
- Excellent customer service, communication, problem solving, decision making and time management skills
- The ability to handle confidential information
- Strong critical thinking and decision-making skills
- Strong prioritization and time management skills with ability to meet deadlines
- Clear verbal and written communication skills
- Excellent customer service skills
- Strong sense of team work
- Strong ability to present technical data to non-technical management
- Ability to work under pressure
- Ability to handle sensitive/confidential matters
- A pro-active, quick, enthusiastic and flexible approach

Send resumes to employment@PNWTKitsap.com

Pacific Northwest Title is an equal opportunity employer. All applicants will be considered for employment without attention to by race, color, sex, religion, age, national origin, marital or military status, sexual orientation, gender identity, the presence of any sensory, mental, or physical disability, genetic information, status as a victim of domestic violence, sexual assault, or stalking or any other status or characteristic protected by local, state or federal law.