



Title Officer

Are you an experienced Title Officer with a desire to develop your skills and expertise in a professional work environment? Pacific Northwest Title is expanding our Title Team – do you have a strong drive to get things done? Do you like to work in a fast paced environment with a variety of tasks? If you answered yes this may be the opportunity for you!

Position Summary: Our Title Officer reads and examines title reports and documents to determine the effect on properties including reviews of all closing documents and instructions pertaining to transactions. Candidate should possess good people skills and ability to communicate information verbally as well as written to our customers as questions arise. Candidate must be familiar with various title products and services we offer and be able to identify the best solution for clients needs. Title Officer must be able to read title abstract, legal descriptions, surveys, various real estate documents and understand the effect they have on title; and the knowledge of how to clear title exceptions, be able to assist with recording desk and perform tasks in the department including preparing policies and title invoices at closing.

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:

- Read, examine, and prepare title reports
- Read and plot legal descriptions on maps
- Review upper court judgment searches and determines if they attach to the property
- Enter data into the title database, generates the necessary documentation, and email clients
- Ensure compliance with real estate contracts, lender instructions, title requirements, company requirements, and other written instructions in the closing process
- Collaborate with internal and external customers as well as underwriters, to resolve title issues (e.g., legal descriptions, vesting, etc.)
- Working knowledge of ALTA Policy coverages and endorsements
- Review industry publications to remain knowledgeable of changes in laws and practices affecting the issuance of title policies

Education and Experience:

- Minimum of two (2) years of experience in title industry
- Title examining experience is preferred
- A high school diploma is required

Skills/Qualifications:

- Must be familiar with standard concepts, practices, and procedures within the title industry field
- Adaptable to new, different, or changing requirements
- Attentive to details
- Ability to use logical thought processes to analyze risk and draw conclusions
- Customer focused - pleasant, courteous, and professional when dealing with internal and external customers
- Possess strong critical thinking skills to solve problems; identifies and prioritizes the key issues involved to facilitate the decision-making process
- Dependable and reliable
- Excellent planning and organizing skills
- Strong reading comprehension skills
- Team player
- Ability to use information technology and related applications to convey and retrieve information; demonstrates strong computer/typing skills in Microsoft Office, email programs, industry software, and internet browsers
- Strong written and verbal communication skills

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.