

Job Title:	Escrow Closer/LPO/Escrow Settlement Agent
Location:	Bainbridge Island
GENERAL DESCRIPTION:	
<p>The Closer/Limited Practice Officer (LPO) is responsible for fully understanding and completing the title and escrow process, and for completing real estate escrow transactions by determining requirements, clearing title, assembling, preparing, and reviewing closing documents, and the disbursement of related funds. The Limited Practice Officer can read and understand legal descriptions and has an advanced knowledge of related documents and how they impact and relate to property transactions.</p>	
DUTIES AND RESPONSIBILITIES	
<ul style="list-style-type: none"> • Determine escrow requirements by reviewing the purchase and sales agreements, buyer, seller, and lender instructions • Supervise the clearing of title, resolving title defects, satisfying existing liens and encumbrances against property or principals • Establish escrow accounts by depositing funds and maintaining records. Review receipts and disbursements ensuring files are in balance • Prepare transaction documents by completing forms and statements, collecting and reviewing existing documents • Complete calculations and pro-rations of taxes and interest • Complete 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, and obtaining signatures • Follow up with buyers, sellers, lenders, and agents to make sure all items required to complete the transaction have been received (including verifications of commissions, septic inspections, bills, utilities, and any warranties offered) • Send estimated Settlement Statements to agents and lenders • Establish signing appointments with buyers and sellers, and notify agents and lenders regarding scheduled appointments • Prepare funding packages for shipping to the lender for final review • Balance with the lender for funds to be wired • Review and balance files before disbursement • Complete the transaction by calling all parties to notify them of the close of escrow • Maintain ongoing conversations with all parties throughout the transaction • Conduct buyer/seller signings • Comply with regulatory requirements by adhering to and enforcing adherence to requirements • Update job knowledge by participating in educational opportunities (i.e., attending in-house training sessions; reading professional publications; participating in professional organizations) • Supervise all post-closing items to prepare files for storage • Build & maintain relationships with agents, builders, and lenders or other clients directing business to PNWT. 	
SKILLS/ QUALIFICATIONS	
<ul style="list-style-type: none"> • LPO license preferred but not required or 3 years of experience as an Escrow Closer. If LPO is Licensed, it must be in active status • Must fully understand the flow of a transaction from the taking of the order to typing the policy • Must have a complete understanding of the vesting of title • Must possess a comprehensive understanding of marital status questions relating to community property law, and issues relating to Real Estate contracts, as well as in determining Presumptive Spousal Issues • A comprehensive understanding of homestead laws and how they relate to vesting and title insurance • A comprehensive understanding of trusts, and the ability to understand and follow trust instructions 	

- A comprehensive knowledge and understanding of Corporations, LLCs, Partnerships, and vesting requirements
- Capable of clearly communicating to customers, clients, and vendors what is written in preliminary commitments
- Must be able to read and decipher legal descriptions, surveys, and complaints filed in the superior court or county auditor's office
- Must be able to delineate easements on scaled maps and explain/problem-solve various documents recorded
- Must be able to effectively maintain and direct workflow without supervision
- Possess excellent customer service and interpersonal skills
- Must be versed in computer software systems such as Microsoft Outlook, Word, escrow-specific closing software, and others.
- Knowledge and dependability are paramount
- Ability to multi-task and assist in various areas of the escrow
- Team player
- Dependable
- Responsible
- Honest
- Integrity
- Confidentiality

EDUCATION REQUIREMENTS

- High School Diploma/GED required
- 3 years of escrow or title industry-related experience
- LPO License in active status

Salary Range:	\$26-42/hour Depending on Experience
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Position Type:	Full time
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PNWT 2025 BENEFITS

PNWT employees are offered a comprehensive benefits package, which is outlined below. Employees are eligible after 90 days of employment.

- **Health Care Benefits** – available the first of the month after 90 days of employment including, Medical, Health Savings Account, Flexible Spending Accounts (Medical and Dependent Care), Dental, Vision, Life Insurance, STD, LTD – option for additional voluntary coverage, Virtual Mental Health, AFLAC, Pet Insurance and Legal Shield.
- **Retirement Benefits** – available the first of the month after the 90th day of employment including both a Regular 401k and a Roth 401k
- **Paid Days off:**
 - **Sick Leave** -In compliance with WA State law employees are entitled to accrue paid sick leave at a rate of one hour for every 40 hours worked. Hours accrue per pay period from the date of hire and can be used after completion of the initial 90 days of employment.
 - **Vacation Leave** – Full-time employees accrue time off based on length of service. Hours begin accruing after completing 90 days of employment and are front-loaded each year. New hires begin with 96 hours annually and earn additional days after the fifth year of employment.
 - **Paid Holidays** – PNWT grants 9 holidays each calendar year.
 - **Bereavement Leave** – Full-time employees are eligible for up to 3 days of paid leave for the death of an immediate family member.
 - **Jury Duty** – Full-time employees are eligible for up to 7 days of paid leave per calendar year.