



<b>Job Title:</b>	Senior Title Officer
<b>Location:</b>	Silverdale
<p><b>GENERAL DESCRIPTION:</b> The Title Officer is responsible for conducting title searches, examining real estate documents, and ensuring the legality of property titles. This role involves conducting thorough research, preparing title reports, and working closely with clients, real estate agents, and lenders to facilitate property transactions.</p>	
<p><b>DUTIES AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Examine maps, liens, judgments, leases, agreements, public records, contracts, surveys, and plat books to verify legal descriptions, ownership, and restrictions</li> <li>• Conduct property search to check for real estate title issues, deeds, claims, liens, mortgages, deeds, wills, or fraud</li> <li>• Verify legal descriptions of properties and ensure accuracy in title documentation.</li> <li>• Identify and resolve title issues, such as liens, encumbrances, or ownership disputes, to ensure clear titles and work directly with the underwriting/claims department as needed during claims investigation</li> <li>• Prepare title commitments, reports, and policies in compliance with industry standards.</li> <li>• Responsible for both Residential and Commercial transactions</li> <li>• Mentor other title officers and assistant personnel</li> <li>• Select the best product available for complex situations</li> <li>• Work with local jurisdiction representatives to clarify County requirements</li> <li>• Provide instruction in a classroom setting for internal and external customers</li> <li>• Maintain accurate and organized records of all title-related activities and transactions.</li> <li>• Ensure all title work complies with relevant laws, regulations, and company policies.</li> <li>• Participate in cross-training to meet business strategies</li> <li>• Communicate effectively with clients, real estate agents, the PNWT Escrow team, lenders, and other stakeholders to provide updates and address any questions or concerns.</li> <li>• Adhere to limitations and procedures for disclosure of information contained in a title file or other records maintained by the Company</li> <li>• Maintain up-to-date knowledge of guidelines and regulations related to title insurance.</li> <li>• Perform various clerical duties that follow established work procedures</li> </ul>	
<p><b>SKILLS/ QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• 5+ years of experience in the Title industry</li> <li>• Knowledge of both Commercial and Residential transactions</li> <li>• Proven technical experience in a wide range of complex title matters</li> <li>• Demonstrate a high level of expertise in handling complex endorsement requests</li> <li>• Knowledge and understanding of underwriting guidelines and title industry regulations</li> <li>• Knowledge of State and County regulations and legislative matters of Title Insurance</li> </ul>	

- Thorough knowledge of title plant resources, courthouse tax and assessment records, property inspections, and title insurance rate manuals
- Proven ability to identify and meet the needs of both internal and external customers
- Ability to recognize when Underwriter services need to be revised or negotiated
- High-level knowledge of Underwriter products and rating structures
- Consistently works as part of a team and must have the ability to interact with others in a professional and respectful manner
- Able to use logical thought processes to analyze and draw conclusions
- Expert attention to detail
- Time management skills
- Support alignment with Company values, service, integrity, teamwork, trust and respect, accountability, and profitability
- Teamwork: Works effectively with others
- Dependable
- Responsible
- Honesty
- Integrity
- Confidentiality

#### **EDUCATION REQUIREMENTS**

- High School Diploma/GED required

#### **SALARY RANGE**

- \$60,000 - \$80,000/ year

#### **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 the 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.

## PNWT 2024 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
  - 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
  - Legal Shield
  
- Retirement Benefits – available the first of the month after the 90<sup>th</sup> day of employment
  - 401k
  - 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 the completion of 90 days of employment and are front-loaded each year.
    - <5 years – 12 days (96 hours)
    - 6<sup>th</sup> year – 13 days (104 hours)
    - 7<sup>th</sup> year – 14 days (112 hours)
    - 8<sup>th</sup> year – 15 days (120 hours)
    - 9<sup>th</sup> year – 16 days (128 hours)
    - 10+ years – 17 days (136 hours)
  - 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 for Jury Duty.

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