



B E N C H M A R K B A N K

JOB DESCRIPTION

POSITION: Residential Escrow Officer

DEPARTMENT(S): Benchmark Title / Austin location

STATUS: Full Time

EXEMPT STATUS: Non-Exempt

HOURS: 8am – 5pm, Monday - Friday

REPORTS TO: Jason Farmer

MAJOR DUTIES AND RESPONSIBILITIES:

The Residential Escrow Officer is responsible for effectively managing the real estate closing transaction process. This position requires the Escrow Officer to exercise extreme independent judgment and to possess the knowledge and experience necessary to efficiently handle any situation which may arise during the escrow process.

- Manage the entire real estate closing process, including compliance with real estate contracts, lender instructions, title requirements, company requirements and other written instructions
- Understand the escrow process to determine what steps need to be taken to transfer the title of property pursuant to the conditions called for in the real estate contract and lender instructions
- Collaborate with Exam Department to resolve title issues such as legal descriptions, easements, lot splits, vesting, all tax liens, abstracts of judgment, bankruptcies, boundary disputes, encroachments, etc.
- Prepare all closing documents necessary to ensure title insurance is issued at closing
- Oversee the issuance of checks, bills and statements, and receipts associated with the closing process
- Secure all documents (corrective and others) that may be required for the issuance of title insurance
- Conduct closing with customer, realtor, lenders, and attorneys
- Assist customers and clients with closing related questions
- Prior to disbursement, confirm all funds are collected, all appropriate documents are checked for accuracy, signatures are collected, and acknowledgements and legal descriptions are correct
- Correct all taxes due, HOA dues, and any delinquencies and/or principal and interest
- Ensure all payoffs have been collected, mailed, delivered or wired according to instructions
- Prior to recording, verify all legal documents for correct acknowledgements, legal, and lien information
- Manage work of escrow assistant
- Manage and develop client relationships to ensure future real estate closing transactions
- Market new business and make calls on current and prospective clients
- Correspond with lenders, builders, real estate agents and attorneys as needed
- Perform other duties as assigned by manager

JOB REQUIREMENTS

Familiar with standard concepts, practices, and procedures within the escrow/title industry field.

- Good client relations and organizational skills.
- Knowledge of Microsoft Office applications.
- Ability to read and interpret documents.
- Detail-oriented and professional; able to handle confidential information.
- Strong communication, both verbal and written.
- Ability to deal with multiple types of roles such as real estate sellers, buyers, agents and brokers.
- Notary public or be bondable.

ENTRY LEVEL SKILLS AND ABILITIES:

- Bachelor's Degree and three years' experience preferred.

All qualified applicants will receive consideration for employment without regard to race, ethnicity, gender, sexual orientation, religion, color, age, disability, veteran status, national origin, ancestry, gender identity, marital status, citizenship status, medical condition (including pregnancy), or any other characteristics as specified by the applicable laws.