



# BENCHMARK BANK

## JOB DESCRIPTION

**POSITION:** Exam Department Administrative Assistant  
**DEPARTMENT(S):** Benchmark Title - Randall Office  
**STATUS:** Full Time  
**EXEMPT STATUS:** Non-Exempt  
**HOURS:** 8:00am-5:00pm  
**REPORTS TO:** Belinda Teague

### Overall Responsibility

- To ensure the Exam department stays on schedule by keeping track of and preparing incoming new commercial files for review by locating property, locating existing title work, typing commitments, reviewing survey legal descriptions; and to order title work for out of county
- To maintain strong communication with escrow closing teams on issues, timeframes, and questions concerning their orders

### Key Areas of Responsibility

- Type legal descriptions from deeds/surveys in Word
- Proof legal descriptions against previous ones to locate any typos, errors, and/or changes
- Locate tracts of land in ACS, find where documents affecting land are being posted to, and pull said documents
- Locate starts from other title companies
- Review documents affecting land to find any errors on previous starts or out-of-county title evidence
- Based off of starts and documents pulled from ACS, type Schedule B of the title commitment for each commercial order using Benchmark's standard codes/language for exceptions
- If out-of-county, type Schedule C liens affecting property using Benchmark's standard codes/language for requirements based off of local office's title evidence
- Pull documents for escrow closing teams
- Order documents/certified copies from the appropriate entities
- Answer questions from escrow closing teams and their customers regarding commitments and documents affecting title to land
- Cover front desk duties (as needed) such as greeting customers, signing for packages, etc.; and cover the out of county order desk
- Perform requests for other departments (as needed)

### Software/Programs Used

- Microsoft Office (Outlook, Word, Excel)
- Adobe
- RamQuest/FileScan
- Title Data
- ROAM
- ADI – Data Trace

### Skills Needed

- Proficient at typing
- Keen eye and attention to detail to locate even the smallest of errors in typing and grammar
- Excellent critical thinking and problem-solving skills that may be needed in complex commercial files
- Strong verbal and written communication skills to maintain communication with other employees and with non-company individuals

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.