



# BENCHMARK BANK

## JOB DESCRIPTION

**POSITION:** Residential Title Examiner  
**DEPARTMENT(S):** Benchmark Title  
**STATUS:** Full Time  
**EXEMPT STATUS:** Exempt  
**HOURS:** 8:00am-5:00pm  
**REPORTS TO:** Belinda Teague

### MAJOR DUTIES AND RESPONSIBILITIES:

The Residential Title Examiner performs real estate title searches and examines property records using Title Plant Software (i.e. DataTrace, ACS, RamQuest, Deed Plotter among others) to determine the status of a property, ownership and legal restrictions to create a Title Commitment with requirements to be met to issue title insurance for complex commercial properties including hotels, strip malls, restaurants, office buildings, apartments, etc., involving fee, leasehold and easement estates.

- Abstract and analyze deeds, deeds of trust, easements, judgments, tax assessments, mineral reservations, and other instruments that affect the condition of title to the property
- Research and examine court opinions and case abstracts, including but not limited to Divorce Decree, Probates, Bankruptcies for underwriting consideration
- Expert in title insurance commitment and all procedures required to prepare same – including abstracting, title examinations, in accordance with state regulations, underwriting requirements and company guidelines
- Discuss title issues/clearance/resolution with escrow teams and an ability to review and respond to title objection letters
- Knowledge of reading and understanding complex metes and bounds legal descriptions together with the analysis of complex surveys
- Evaluate information to determine compliance with standards using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards
- Familiar with Texas foreclosure procedures and statutes and able to review foreclosure documents to ensure proper handling including REO assets which resulted from foreclosures or deed in lieu or are in receivership.
- Understanding of TDI requirements with thorough working knowledge of Texas commercial endorsements
- Self-sufficient, self-motivated yet a team player
- Able to multi-task

### JOB REQUIREMENTS:

College Degree and a minimum of 3 years' experience

### ENTRY LEVEL SKILLS AND ABILITIES:

- Exceptional attention to detail
- Ability to perform basic mathematical calculations and tasks requiring detail, concentration and accuracy
- Demonstrated excellent problem solving capability and analytical ability
- Customer service orientation and ability to communicate professionally both verbally and in writing
- Demonstrated capability with multiple systems including but not limited to, DataTrace, Microsoft Office Suite, Internet Explorer, general PC proficiency, etc.
- Type at least 35 wpm

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.