



# EASTEX TITLE

## Escrow Officer Job Description

Eastex Title Company, Inc. is looking for a personable, well-organized, knowledgeable, and motivated new team member to fill an open Closer / Processor position. Someone who will be a positive image of this company and display this by maintaining a professional appearance and conducting themselves appropriately with fellow team members and customers alike.

### ***Escrow Officer Duties and responsibilities***

- Manage and Coordinate the overall closing process
- Maintaining all the documents related to assets and deals safely and in an organized manner
- Provide status of the transaction throughout the closing process to the appropriate customers
- Review contract, title commitment, and lender instructions in order to prepare a closing disclosure, HUD-1 settlement statement, and the necessary real estate documents for closing
- Submit an error free Closing Disclosure and / or HUD-1 settlement statement to lender for approval
- Provide a professional closing experience to include: obtaining appropriate signatures, handling of good funds, filing of documents, and meeting all title and lender requirements
- Disburse funds according to the company disbursement guidelines
- Resolve all post-closing reconciliation issues according to company time frames
- Answering queries over phone or through direct interaction
- Adhere to the rules and regulations of escrow in all operations
- Coordinate with the escrow team, examiners, and management in various operations
- Maintain professional relationship with customers
- Maintain high confidentiality regarding clients and their accounts

### ***Escrow Officer Knowledge and Required Skills***

- Excellent communication skills and writing ability

- Knowledge in computers and Microsoft operating systems
- High precision and accuracy in work
- Enthusiasm to and for customers.
- Must be punctual and have good attendance habits
- Self-starter, doesn't need to be micromanaged
- Flexible with responsibilities
- Detail-oriented
- High School Diploma or equivalent
- Five years of specific experience as a closer, processor, or escrow assistant with goals to move in to a position as a closer
- Prior experience with Ramquest preferred but not required
- Must be familiar with current Texas Title Insurance rules and regulations promulgated by the Texas Department of Insurance

### ***Working Conditions***

- Office environment with the majority of work performed on a personal computer in a seated position.
- Must be willing to submit a background check and a drug screen.
- Must have access to reliable transportation.

### ***Physical Demands***

- Must be able to lift and carry up to 20 pounds in order to lift supplies and materials from time to time
- Must be able to type a minimum of 45 wpm (words per minute).
- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits employee to communicate effectively.
- Ability to sit for prolonged periods of time with or without reasonable accommodation.
- Sufficient vision or other powers of observation, with or without reasonable accommodations, which permits employee to conduct analysis and investigations.
- Sufficient manual dexterity with or without reasonable accommodation, which permit the employee to perform routine office duties.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodations to perform office duties and travel when necessary to off-site locations.

*Any questions regarding this job description for an Escrow Officer may be addressed to:*

***Eastex Title Company, Inc.  
Attn: Patrick Clark  
241 State Hwy 150  
Coldspring, Texas 77331***

*Or by email at: [pclark@eastextitle.com](mailto:pclark@eastextitle.com)*

***NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as requested to meet the ongoing needs of the organization.***

Eastex Title Company, Inc. is an Equal Opportunity Employer and will consider all applications without regard to race, marital status, sex, age, ethnicity, religion, national origin, veteran status, disability or any other characteristic protected by law. Candidates must have authorization to work in the U.S. Clients will not sponsor visas.