



Title Examiner / Abstractor Job Description

Responsible for examining titles, searching real estate records, and compiling a list of mortgage and other contracts.

Examiner / Abstractor Duties and responsibilities

- Search real estate records via micro phish / film, index cards, computers, and / or the County Courthouse.
- Verify property metes and bounds descriptions from surveys and/or plats.
- Search, analyze, and evaluate records relating to titles of land.
- Ensure that the title to a property in question has no restrictions that may prevent or hinder its sale or use.
- Examine recorded documents to determine ownership, encumbrances, and to verify legal descriptions of property.
- Compile title examinations and title commitments.
- Examine title reports from outside abstractors.
- Update Title commitments per survey or new information obtained prior to closing.

Examiner / Abstractor 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
- Three years of specific experience as an Examiner / Abstractor
- Prior experience with Ramquest preferred but not required

- Must be familiar with current 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 Examiner / Abstractor 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

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.
