

## Escrow Officer

**Position Type:** Full-Time

**Location:** Cottonwood, AZ

### Description:

The Escrow Officer establishes new escrow accounts and manages the entire transaction process while providing exceptional, friendly customer service.

Typical duties of the position may include:

- Completing escrow transactions by assessing and resolving requirements, preparing and reviewing closing documents, and disbursing funds.
- Collaborating with title department to resolve title issues.
- Communicating frequently with all parties of the transaction to obtain necessary information, explain procedures, and answer questions.
- Conducting closing appointments, including the explanation of all documents to the customers.
- Notarizing all documents as required by law.
- Setting monthly goals to maintain or increase volume of business.

The Escrow Officer may be assigned additional tasks in support of the department's goals.

### Minimum Qualifications:

- At least 3 years experience in the escrow industry
- Ability to type 40+ WPM
- Current AZ Notary Commission Certificate, or ability to obtain one

### Skills and Abilities:

- Strong oral and written communication skills
- High level of organizational skills and attention to detail
- Knowledge of escrow practices and terminology
- Strong computer skills with working knowledge of Microsoft Office and Impact
- Proficiency in the use of a 10-key calculator
- Strong math skills

### Salary:

Competitive and commensurate with experience, plus a robust benefits package.

### Application Process:

Please submit a cover letter, detailed resume, and copy of recent typing test (if available) to [personnel@ptaaz.com](mailto:personnel@ptaaz.com). Please include "Cottonwood" in the subject line.

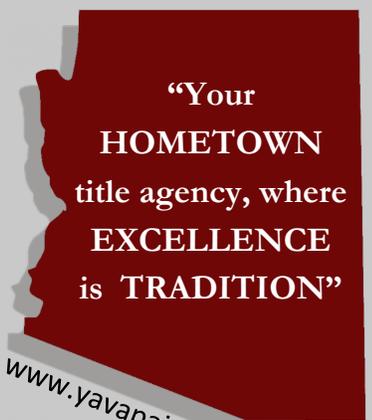


**WHAT WE DO:** Yavapai Title Agency provides insurance, escrow, account servicing, trustee sales, and builder-related trust services to our customers through our 8 branches throughout Yavapai county.

**WHO WE ARE:** Since 1963, Yavapai Title Agency has been Yavapai County's hometown title agency and real estate resource. Yavapai Title Agency remains the only locally owned and operated title company in the county.

Not only are we passionate about our customers, we also strive to support the growth of our employees and the causes that are important to them.

We are a local business that cares deeply about Arizona and the community we serve.



[www.yavapaititle.com](http://www.yavapaititle.com)