



Commitment Typist

Position Type: Full-Time

Location: Prescott, AZ

Description:

The Commitment Typist accurately types commitments for title insurance and title policies for multiple underwriters. Successful Commitment Typists are dependable, detailed, focused, and methodical.

Typical duties of the position may include:

- Opening title orders
- Typing commitments, policies, endorsements, and guarantees.
- Electronically maintaining title files and records of all title policy numbers assigned by the underwriter.
- Sending original policies to the insured parties.

The Commitment Typist may be assigned additional tasks in support of the department's goals.

Skills and Abilities:

- Ability to type 60+ WPM
- High level of organizational skill, accuracy, and attention to detail
- Basic knowledge of title practices and terminology
- Strong computer skills with working knowledge of Microsoft Office

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. Please include "Commitment Typist" 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.

