

Pioneer Title Agency

COMMITMENT TO SERVICE

Title Examiner

Position Type: Full-Time

Location: Flagstaff, AZ

Description:

The Title Examiner examines chain of title to determine any effects on a property and writes letters of commitment to insure and issue title policy upon recordation.

Typical duties of the position may include:

- Reviewing the chain of title, looking for any problems, errors, liens or encumbrances.
- Running general index on all names on the title order.
- Generating property tax search report from the courthouse.
- Writing title report showing any related defects or encumbrances.
- Preparing letters of commitment to issue insurance policy.
- Collaborating with escrow officers.
- Answering customer questions related to title examination.

The Title Examiner may be assigned additional tasks in support of the department's goals.

Skills and Abilities:

- Ability to type 40+ WPM
- Strong oral and written communication skills
- High level organizational skills, attention to detail, and critical thinking
- Strong computer skills and knowledge of Microsoft Office Suite
- Working knowledge of title examining procedures and related documents.

Salary:

Competitive and commensurate with education and/or experience. Benefit package includes 401(k) Matching, Medical, Dental, Vision, and more.

Application Process:

Please submit a cover letter, detailed resume, and copy of recent typing test (if available) to personnel@ptaaz.com. Please include "Coconino Title Examiner" in the subject line.



WHAT WE DO: Pioneer Title Agency provides title insurance, escrow, account servicing, trustee sales, and builder-related trust services to our customers through over 75 offices across Arizona.

WHO WE ARE: Pioneer Title Agency is more than just a family-owned business – we are a business made up of dozens of actual families and hundreds of friends whose relationships and real estate expertise predate our official founding in 1985.

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 communities we serve.

"We are committed to serving each other.

We are committed to serving our customers.

We are committed to serving our local communities."

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