

CAREER PATHWAY- Title Examiner

Pride Abstract & Settlement Services I 237 S. Main St. I Coopersburg, PA 18036

FIND OPENINGS: www.prideabstract.com

Business Description

Pride Abstract & Settlement Services is a family-owned, Title Insurance and settlement services company that has been in operation since 2005. We provide Title services to home buyers in Pennsylvania and New Jersey such as: Title search, preparing documents for closing, and title insurance to protect one's largest asset. Pride Abstract has started to provide the best solutions and resources for homeowners, new and established: whether they are buying, selling, or refinancing a home. We hold offices in PA cities including Stroudsburg, Whitehall, Bethlehem, and Coopersburg!

Knowledge, Skills, and Abilities Needed

We're looking for employees who...

- have honesty and integrity
- are efficient and provide excellent customer service
- are able to build relationships in the community and grow business

Connect with us on Social Media!



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CAREER PATHWAY-TITLE EXAMINER

Title Examiner

The Title Examiner must study the public legal and insurance documents associated with real estate ownership such as sales records, titles, mortgages and contracts. In addition, the Title Examiner determines who owns a property and certifies documentation for accuracy. High School Diploma or equivalent and one year of prior title examiner experience is required. Annual Salary: \$50,000-\$70,000



Post-Closer

The Post-Closer is responsible for reviewing, editing and submitting documents for recording, and sending final policies and recorded documents to the customer. Must also review and approve ACH payments, follow up on un-cashed checks and held funds, process requests for policies and recorded docs, and assist with obtaining missing settlement docs. HS Diploma or equivalent and two years of title or real estate experience preferred. Hourly Rate: \$18-\$22



Escrow
Disbursement
Specialist

The Escrow Specialist will verify, initiate, and release outgoing wires, post incoming wires and deposit checks. Duties also include printing and mailing payment checks, scanning signed settlement documents, entering 1099 data, and sending confirmations of wires and disbursements. High School Diploma or equivalent is required and two years of title or real estate experience preferred. Hourly Rate: \$18-\$22

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