



POSITION DESCRIPTION

TITLE: Title Closer

BUSINESS UNIT: Residential Title

CLASSIFICATION: Fulltime, Non-Exempt

Servion, Inc. is a credit union service organization (CUSO); not a credit union. We have over 50 owners and hundreds of retail partners. We've proudly held an outstanding reputation for service in our ever-evolving industry for over 30 years. We accomplish this with a focus on relationships. Our culture thrives on teamwork and cooperation.

SUMMARY:

Extensive administrative work primarily involved in closing of residential loans according to underwriter guidelines. Contacts are with members, Realtors and Lenders. Must have the ability to provide significant service to all contacts and have ability to demonstrate thorough knowledge of the loan closing procedures.

REQUIRED QUALIFICATIONS:

Education: High school diploma.

Experience: Jr Level 2+ years in a similar role in the title industry; Sr Level 5+ years title closing.

Licenses/Certifications: Title- MN Insurance Producer, WI Insurance Producer, MN closing License, Notary Public Commission.

ESSENTIAL RESPONSIBILITIES & DUTIES:

Junior Level

- Prepare documents, settlement statements, and conduct the closing transactions for refinancing, purchases and sales.
- Produce checks for disbursement and balance the escrow account.
- Post-closing duties that include: packaging and sending documents back to the Lender; recording pertinent documents and clearing recording rejects.
- Clear title defects and be available as a resource for closing assistants.
- Application of Real Estate title standards and practices.
- Open and update closing files as necessary for agents and/or Lenders.
- Abstracting documentation from MN & WI Counties.
- Achieve full compliance for all Underwriting requirements as requested.

Senior Level (all above plus)

- Review files for accuracy and completeness of information which includes commitments, final policies, closing packages, post-closing and recording.
- Perform closing each month including sales, purchases and refinances.
- Ensure that customers with inquiries and information requests are handled efficiently relating to title products and services offered.
- Assist the Director of Residential Title in marketing efforts for purpose of business development.
- Attend seminars related to the title insurance industry to assist in personal growth within the company and the industry.

Check Box if Scheduler:



Scheduler: Must be capable of mapping locations to schedule closings and drive times.

Need ability to multi task and deal with multiple parties in each transaction. Will need to be able to shuffle scheduling of multiple closings on a daily basis. Must have great phone and email skills as you will be communicating with realtors, lenders, closers, sellers and buyers.

OTHER DUTIES, KNOWLEDGE, SKILLS, ABILITIES:

Required:

- Ability to input data accurately and efficiently into computer software systems.
- Microsoft Office; especially Word and Excel.
- Ability to work under the stress of meeting examination deadlines while ensuring compliance with all policies, procedures and legal and ethical guidelines.
- Ability to exchange information and to report facts and technical information clearly and concisely.
- Ability to attend accurately to many details in a timely manner.
- Ability to prioritize competing tasks and work independently.
- Confidentiality and protection of non-public information maintained.

General:

- Must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available to communicate with employees, customers, managers and any other person or organization with whom interaction is required to accomplish work and company goals.
- Must maintain courteous, professional and effective working relationships with employees at all levels of the organization, customers, vendors and/or any other representatives of external organizations.
- Communicate information and state problems or challenges to be resolved in a clear, concise, courteous, nondiscriminatory and professional manner, and be able to provide clarification if necessary.

- Must be capable of adapting, with minimal or no advance notice, to changes in how business is conducted and work is accomplished, with no diminishment in work performance.
- Participate in quarterly performance meetings; meet or exceed performance metrics.

This position description should not be construed to imply that any of the duties, responsibilities, or requirements outlined herein is exclusive. Employees are expected to execute any other additional assignments that may be specified. Furthermore, this position description does not represent a complete list of all the performance expectations and characteristics of individuals required to perform a job accurately. The company's management reserves the right to change this description from time to time as may be required.

If interested in this position, please submit resume and cover letter to: jobs@myservion.com