

## ESCROW OFFICER

The Escrow Officer is responsible for the final closing documents of the residential and commercial title transfer and refinance files. The Escrow Officer examines and evaluates the title of real estate, ensures customer satisfaction and authorizes the closing of escrow in both a timely and accurate manner.

Additionally:

- Prepare the escrow file (review commitments, purchase agreements, note filing date, order inspections, and other tasks as necessary).
- Orders all necessary closing documents (e.g. water status, survey, payoffs, etc.)
- Prepares CPL and sends to lender with preliminary CDF or HUD, etc.
- Prints buyers and sellers documents for closing
- Requests closing package from lender
- Review and fulfill requirements of purchase agreements, title reports and lender's closing instructions, prior to closings
- Obtain required documents for title transfer and reviews documents for accuracy prior to filing
- Corresponds with buyers and sellers to arrange appointments for execution of all required closing documents
- Resolves questions regarding title and closing
- Prepares lender's closing documents for execution (as required)
- Prepares **accurate** closing statements and disburses funds within 24 hours of title transfer
- Assists customers with inquiries and information requests, resolves complaints relating to title services offered and closings
- Handles any post closing calls and follows up with any requests
- Leads by example and mentors the Assistant Escrow Officer (if applicable)
- Maintains **accurate** records and **follows company procedures**

Other duties as assigned, including but not limited to being ultimately responsible for the quality and accuracy of the transactions being handled by the escrow team.

**\*\*COMPETITIVE PAY AND BENEFITS, AND ONLY EXPERIENCED ESCROW OFFICERS NEED APPLY\*\***

Job Type: Full-time

Competitive salary and benefit package.

Email resume detailing experience with cover letter and salary expectations to:  
Yolanda Barnes - [ybarnes@amttitle.com](mailto:ybarnes@amttitle.com)

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