

# Commercial Title Officer

## Company Summary

Join our team! First American's National Commercial Services division provides single-point service for simple to multi-property/multi-state national commercial real estate transactions. As a global leader in providing title insurance, settlement services and risk solutions for real estate transactions, First American (NYSE: FAF) is an ideal place to build your career. We have been entrusted with helping our customers achieve and protect their dream of homeownership since 1889. We believe that our people are the key to the company's continued success, and we invest in diverse talents and backgrounds and empower our teams to achieve more than they could anywhere else. First American has created an award-winning culture and has been named to the Fortune 100 Best Companies to Work For® list for the sixth consecutive year and to more than 50 regional Best Places to Work lists. For more information, please visit [www.careers.firstam.com](http://www.careers.firstam.com)

## Job Summary

Identify issues and work with customers, attorneys and lenders in an advisory capacity to resolve issues impacting title insurability prior to closing. Communicate with clients and third parties to obtain documentation to clear title related issues such as missing information, incomplete, inaccurate or contradictory information contained in the title commitment

### **Essential Functions**

- Performs title examination to examines the chain of title for a wide range of commercial title orders, both residential and commercial.
- Analyzes records, such as mortgages, liens, judgments, easements, vital statistics, plat and map books, and property surveys to determine ownership and legal restrictions and to verify legal description of property and completeness of records
- Analyzes the effect of probate, foreclosures, building court cases, and bankruptcy proceedings on title insurance. Examine trusts, wills, and affidavits of heirship.
- Uses technical bulletins and other resources to evaluate and resolve problems

- Review and approve a variety of documentation including deeds, operating agreements, trusts, wills, affidavits of heirships, corporate resolutions, partnership agreements, and state filed Articles of Incorporation and Articles of Organization
- Selects appropriate write-ups for commitments and policies for both standard and extended coverage

### **Knowledge and Skills/Technology Used**

- Familiar with all aspects of title work
- Flexible with the ability to multi-task and work in a fast-paced environment to handle all aspects of title support
- Strong verbal and written communication skills
- Strong customer service orientation
- Analytical and problem-solving skills
- Strong detail orientation
- Able to meet deadlines under pressure

### **Typical Education**

- High School diploma or equivalent; college degree preferred

### **Typical Range of Experience**

- 3-5 years title/ related real estate experience
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First American invests in its employees' development and well-being, empowers them to provide superior customer service and encourages them to serve the communities where they live and work. First American is committed to diversity and inclusion. We are an equal opportunity employer.

Based on eligibility, First American offers a comprehensive benefits package including medical, dental, vision, 401k, PTO/paid sick leave and other great benefits like an employee stock purchase plan.