

Job Summary

Manages the closing of complex commercial transactions which includes title review and analysis, risk assessment, underwriting and settlement review.

Utilizes underwriting standards and guidelines within delegated authority limits, to underwrite the issuance of title insurance.

Significant client interaction and communication; superior customer service skills are essential for this position.

Supervision Received or Extended

- Works under general supervision setting own priorities and objectives.
- Ability to independently make decisions up to an authorized amount.
- Requests or issues that are above scope of responsibility and approval limits are referred next level underwriter.
- Generally no supervision of others, however, may supervise administrative personnel. May be responsible for coaching and directing work of Junior underwriters and title assistants.

Knowledge and Skills/Technology Used

- Strong understanding of fundamental concepts, practices and procedures of real estate title and settlement process.
- General knowledge of Federal and State regulations related to real estate title insurance and settlement services.
- General understanding of underwriting real estate transactions for the issuance of title insurance policies.
- Ability to collaborate and act decisively.
- Detail oriented.
- Excellent listening, verbal and written communication skills.
- Good organizational skills with the ability to multi-task, prioritize and timely follow up.
- Strong negotiation skills.
- Requires abstract thinking and creative solutions.

Typical Education

- Law Degree required
- Admitted to practice in state of employment.
- Typical Range of Experience
- 3-5 years title underwriting experience.

- Must be familiar with real estate law.

License or Certification

- Licensed to practice law, in good standing

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.