



DATE: January 1, 2011

JOB DESCRIPTION:

The purchase of a home is the single largest investment most people make in their lifetime. We are looking for an EXPERIENCED commercial escrow closer.

Escrow Closer - Responsible for processing the paperwork needed to clear and transfer title, recording documents with the county and disbursing funds between the buyer and the seller. Extensive interaction with Attorneys and complicated transactions. Duties include presenting closing packages and documents to buyers and sellers, preparing HUD statements and disbursements, and other duties related to the closing transaction. Should be familiar with transactions in a Mountain Resort Community.

- Open, process, and close escrow files
- Conduct physical closings
- Escrow Sales and Maintain a client base
- Transmit escrow instructions to parties involved
- Draw escrow closing statements showing debits and credits, transmitting checks, closing statements, policies, etc
- Maintain follow-up necessary for completion of transactions and issuance of policy
- Proofread and transmit title policies and other pertinent papers
- Transmit disbursements of any monies held in escrow
- Provide general information to customers on company escrow services, procedures, and status of cases
- Perform clerical duties such as filing, answering phone, logging in cases, typing forms, and correspondence
- May maintain bookkeeping records

REQUIREMENTS:

- 3 years Escrow experience, preferably commercial, required

EDUCATION:

- 2 year degree preferred

EXPERIENCE:

- Must have escrow experience
- Qualified candidates must be organized, detail oriented, possess excellent communication and customer service skills, good computer skills, and be a team player
- Knowledge of the purpose and use of title insurance and of related services
- Ability to follow instructions and make mathematic computations to complete escrow transactions
- Ability to perform tasks of limited complexity as guided by general company escrow procedures and escrow supervisor instructions
- Ability to operate a personal computer and use Microsoft Office software and Internet Explorer
- Ability to communicate effectively, both verbally and in writing
- Has to be self-sufficient

DESIRED QUALIFICATIONS:

- Multilingual a plus

CERTIFICATES / LICENSES:

- Notary Public

CONTACT:

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