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## Settlement Agent Job description

Lexicon Title Services, LLC is an independent title and escrow company serving Washington, DC, Maryland and Virginia buyers, sellers, and investors. We provide residential and commercial settlements. We have always been local and have years of experience in the DMV market. We are small enough to be able to provide personalized service. We treat every client like they are our only client. We utilize the latest technology to ensure that client information is safe as well as to process smooth, transparent transactions.

The company is growing and currently seeking a highly effective Settlement Agent who is responsible for developing a book of business and processing transactions accurately and timely. Being detail-oriented, having a strong work ethic, and problem-solving ability are critical attributes for success in this role. Being well organized and a good multi-tasker is important.

The ideal candidate is dynamic, self-motivated, dependable, diligent, and collaborative. We are looking for someone who is energetic, can quickly complete tasks accurately, who is results-orientated, and naturally possesses a client-service attitude. Must have good judgement to effectively handle job responsibilities. This is a full-time position with growth potential within the company.

Essential duties include, but not limited to, generating leads; directly communicate with clients, borrowers, real estate agents, lenders, and banks throughout the entire title and settlement process; work with your processor to ensure timely delivery of documentation and information needed to facilitate closings; and adherence to company policies, industry, and government regulations and practices, including but not limited to RESPA.

### **Qualifications for Settlement Agent:**

- Bachelor's degree
- Minimum of one year of title/settlement processing experience in the DMV. Must be familiar with RESPA rules and best practices
- Prior experience in working for a local title company is a plus
- Must be a Notary Public in DC
- Excellent time management and organization skills
- Ability to assess and prioritize workload in order to balance competing demands, deadlines, as well as complete day-to-day tasks in a timely fashion
- Understands discretion when handling confidential information
- Proficiency with Microsoft Office Suite, ability to quickly master multiple systems and programs. Preference given if familiar with Qualia, but not required.
- Works professionally towards conflict resolution with clients, coworkers, and vendors
- High level of attention to detail and review of work before sending to others
- Ability to work without supervision

### **Other Attributes for Settlement Agent:**

- Must be dependable, punctual, pleasant to work with

- Self-starter with the ability to multi-task and work effectively in a fast-paced environment
- Extremely responsive to all communications
- Ability to resolve matters quickly, thoroughly and equitably
- Excellent customer service orientation
- Excellent communication skills
- Excellent writing, grammar, spelling, punctuation, and proofreading skills

**Compensation for Settlement Agent:**

Commission

Job Types: Full-time, Part-time, Contract

COVID-19 considerations:

Masks are required in common areas and the company sanitizes surfaces.