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## **Title Processor Job description**

### *Full Time - Title/Settlement Processor*

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 Title/Settlement Processor who is responsible for assisting buyers and the title team in processing transactions accurately and timely as well as administrative tasks to support the title team as needed. Being detail-oriented, having a strong work ethic, and has 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, maintaining records, opening orders, ordering abstract, preparing preliminary Closing Disclosures, balancing Closing Disclosure with lender, preparing settlement documents, and post-closing funding documents and loan packages. Application requires successful completion of pre-employment assessment tests.

### **Title/Settlement Processor Qualifications:**

- High School diploma or equivalent
- 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
- 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 Title/Settlement Processor:**

- 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

Job Type: Full-time

COVID-19 considerations:

Masks must be worn at all times. Limited contact with clients. Isolated workspace with plexiglass. Clients are encouraged to utilize remote closings options.

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