



3285 47th Street S
Fargo, ND 58104
OnPointTitleCompany.com

Escrow Officer

OnPoint Title Services is looking for an Escrow Officer to join our growing team. As an Escrow Officer, you'll facilitate the full real estate closing process, ensuring accuracy along the way. You'll gather all relevant documents and ensure contracts conform to applicable standards. The successful candidate will be self-motivated, organized, detail-oriented and have excellent written and verbal communication skills.

What You Will Be Doing

- Manage files from opening to post closing.
- Draft Closing Disclosures, ALTAs and balance escrow
- Clear title issues with minimal supervision
- Draft seller's documents
- Understanding lien searches
- Conduct closings
- Understand LLC's Operating Agreement and corporation and all necessary documents when dealing with an LLC or a corporation as a Seller or as a Buyer are a plus.
- Ability to understand Firpta, requirements as a closing agent and Firpta's exemptions and Withholding Certificates are a plus.
- Understand Trust and Probate are a plus.

What We Are Looking For

- 2+ years of title/mortgage, financial or similar experience.
- Basic understanding of surveys, plats, encroachments, etc.
- Excellent oral communication skills, including ability to effectively communicate with internal staff and external customers
- Detail oriented
- Able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary internal and external customer service
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- Knowledge of basic computer programs to include Windows, Microsoft Word and Excel, Internet and Microsoft Outlook