



EXTERNAL JOB POSTING

GENERAL INFORMATION	
Job Title:	Production Assistant-FL / Full time 40hrs/wk
Location:	Orlando, FL (temporarily remote)
Department:	Florida Operations
FLSA Status:	Hourly/Non-Exempt
Date Posted:	04/06/2020
POSITION SUMMARY	
The Production Assistant role is responsible for providing direct administrative support in the office for all title insurance transactions processed in the state of Florida as needed.	
ESSENTIAL DUTIES AND RESPONSIBILITIES	
1.	Key administrative tasks include processing title search orders, including but not limited to, the following: <ul style="list-style-type: none"> - Receive Title Orders; - Prepare Title Order Confirmations; - Order Title Searches with vendors; - Order Surveys with vendors; - Order Municipal Lien Searches with vendors; - Review and Title Searches from vendors; - Prepare Schedules for Title Commitments, Owner Policies and Loan Policies based on search results; - Prepare Recording documents with any necessary cover pages for recording - Prepare Title Search Invoices with accuracy.
2.	Ability to read and understand title chain documents
3.	Ability to read and understand Surveys.
4.	Ability to read and understand Municipal Lien Certificates.
5.	Ability to work collaboratively.
6.	Other duties as assigned by supervisor.
QUALIFICATION REQUIREMENTS	
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.	
1.	Demonstrated ability to communicate effectively and professionally with all levels of employees and agents.

Florida

2.	Must be able to maintain the highest level of confidentiality. Ability to handle sensitive material concerning the organization and its agents.
3.	Demonstrated ability to handle multiple tasks simultaneously. Exceptional organizational skills required. Ability to meet designated deadlines is also critical.
4.	High degree of professionalism, positive attitude and ability to motivate others.
5.	Basic knowledge of Survey Readings and ability to perform a survey reading.
6.	Knowledge of Municipal Searches, their purpose and how to relate and explain the meaning of municipal report information to the clients.
7.	Knowledge to title chain documents and indexes.
8.	Proficient with the recording of documents electronically.
EDUCATION / TRAINING / OTHER RELEVANT EXPERIENCE	
1.	High School Diploma or GED equivalent required.
2.	Minimum of 2-5 year's work experience for a Florida Title Underwriter or a Florida Title Agency in an office environment performing many or all of the above duties and responsibilities is preferred, but Company will train the right person without this experience.
3.	Proficiency with Microsoft Office and various title software products.
4.	Accurate typing, data entry and computer skills.