



## EXTERNAL JOB POSTING

<b>GENERAL INFORMATION</b>	
<b>Job Title:</b>	<b>Associate Title Counsel</b>
<b>Location:</b>	<b>Waltham, MA</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Posting Date:</b>	<b>9/25/20</b>
<b>POSITION SUMMARY</b>	
Serves as a resource to agents and staff on state title and real estate issues by responding to phone calls and written inquiries, as well as, writing articles and presenting educational seminars.	
<b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b>	
<b>1.</b>	1. Key administrative tasks include, but are not limited to, the following: <ul style="list-style-type: none"> <li>- Title Review;</li> <li>- Prepare Title Commitments;</li> <li>- Prepare ProForma/Specimen Owner and Loan Policies;</li> <li>- Prepare Owner Policies and Loan Policies;</li> <li>- Prepare Zoning Endorsements;</li> <li>- Prepare Indemnification and Authorization Letters; and</li> <li>- Prepare Premium Authorizations.</li> </ul>
<b>2.</b>	Assist with providing knowledgeable, courteous and prompt responses to underwriting questions from agents.
<b>3.</b>	Meet with Agents to resolve underwriting questions.
<b>4.</b>	Participate in and present educational seminars/webinars and professional organization networking activities.
<b>5.</b>	Other duties as assigned by supervisor.
<b>QUALIFICATION REQUIREMENTS</b>	
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.	
<b>1.</b>	State specific Title Insurance experience required.
<b>2.</b>	Creative problem solving abilities.
<b>3.</b>	Excellent interpersonal skills.
<b>4.</b>	Demonstrated ability to communicate effectively and professionally with all levels of employees and agents.
<b>5.</b>	Must be able to maintain the highest level of confidentiality. Ability to handle sensitive

	material concerning the organization and its agents.
6.	Demonstrated ability to handle multiple tasks simultaneously. Exceptional organizational skills required. Ability to meet designated deadlines is also critical.
7.	High degree of professionalism, positive attitude and ability to motivate and work well with others.
<b>EDUCATION / TRAINING / OTHER RELEVANT EXPERIENCE</b>	
1.	Graduation from an accredited law school and license to practice law in the state.
2.	Three years of legal experience with an emphasis on state real estate.
3.	Experience in residential conveyancing and/or commercial real estate transactions preferred.
4.	Working knowledge of PowerPoint preferred