



## EXTERNAL JOB POSTING

GENERAL INFORMATION	
<b>Job Title:</b>	<b>Escrow Director</b>
<b>Location:</b>	<b>Hartford, CT</b>
<b>FLSA Status:</b>	<b>Salary/Exempt</b>
POSITION SUMMARY	
<p>Handle all billing and escrow related services for a busy commercial title insurance office. Assist in producing monthly three-way escrow reconciliation reports. Handle inquiries received by telephone and email from agents and their staffs in a friendly, efficient and timely manner, prepare title insurance commitments and policies and related title insurance, and assist with closing issues.</p>	
ESSENTIAL DUTIES AND RESPONSIBILITIES	
<b>1.</b>	Set-Up and Release wires in Bank of America CashPro.
<b>2.</b>	Input all deposit and escrow data into QuickBooks.
<b>3.</b>	Reconcile the Bank of America IOTA account monthly and send to CATIC finance.
<b>4.</b>	Send out monthly title search statements to attorney agents for services rendered.
<b>5.</b>	Answer routine and extraordinary questions regarding title insurance, closing matters, software issues raised by agents and agents' staffs.
<b>6.</b>	Assist designated legal staff underwriters on commercial transactions by ordering UCC statements, ordering and reviewing searches, preparing title policies, confirming quotes and coordinating with Reinsurance Administrator when necessary.
<b>7.</b>	Provide policy preparation services for requesting agents.
<b>8.</b>	Coordinate work received from members by assigning title to independent title searchers.
<b>9.</b>	Process and Invoice searches received by title searchers and send back to the ordering member.
<b>10.</b>	Answer routine calls generated by member receipt of policy processing deficiency letters.
<b>11.</b>	Provide support for field Agent Services Representatives with regard to PrepExpress, ICL and Policy software.
<b>12.</b>	Provide input to field Agent Services Representatives about members and their staffs.
<b>13.</b>	Preparation of closing and settlement statements on commercial real estate closings.
<b>14.</b>	Back-up other areas of the Company as necessary.
<b>15.</b>	Other duties as assigned.

## **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.

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| <b>1.</b> | Able to handle pressure                          |
| <b>2.</b> | Detail oriented                                  |
| <b>3.</b> | Excellent customer service attitude              |
| <b>4.</b> | Dependable, flexible and organized               |
| <b>5.</b> | Excellent interpersonal and communication skills |

## **EDUCATION / TRAINING / OTHER RELEVANT EXPERIENCE**

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| <b>1.</b> | 3-5 years' experience as a real estate paralegal in Connecticut.           |
| <b>2.</b> | Proficiency with real estate closing software.                             |
| <b>3.</b> | Knowledge of windows computer environment and Microsoft office products.   |
| <b>4.</b> | Knowledge of QuickBooks and CashPro Bank of America software applications. |

## **EEO STATEMENT**

CATIC Financial, Inc. and its subsidiaries are committed to providing equal employment opportunities to all employees and applicants for employment and to maintaining a work environment that is free from discrimination without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, we comply with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.