

Public Square Title Agency, L.L.C. is a downtown title insurance company that specializes in title work for judicial foreclosures in Ohio. We also handle purchases, refinances, and R.E.O. sales for our foreclosure clients. We are looking for an Escrow Officer to join our team. Our ideal candidate must have enthusiasm, be hard-working, organized, and detail-oriented. Experience with Preliminary Judicial Reports and Final Judicial Reports a plus.

- Provide a high level of customer service
- Communicate with lenders, buyers, sellers, attorneys, realtors, and the law firm for their judicial title work, and others on a daily basis
- Prepare closing documents
- Ability to understand the contract
- Review title documents and confirm all requirements are met
- Type judicial reports
- Underwriter remittance
- Perform other related duties as assigned

**Job Requirements:**

- Problem Solving Skills/Resourceful
- Excellent communication skill; both written and verbal
- Excellent organizational skills
- Strong work ethic
- Demonstrate superior customer service
- Self-Motivated
- Ability to consistently meet deadlines and demonstrate strong follow-through
- Flexible/Multi-tasking/Juggling Priorities

*Great work environment and attractive benefits package including health, dental, vision, disability, and life insurance, 401(k) Plan, paid holidays, paid volunteer time off, and generous paid time off (PTO) policy.*

*Public Square Title IS AN EQUAL OPPORTUNITY EMPLOYER: Applicants are considered for positions without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, or any other consideration made unlawful by applicable federal, state or local law.*