



First Corporate
solutions

Job Title: Title Examiner

Location: Santa Fe Springs, California

First Corporate Solutions (FCS) is a global risk management and due diligence firm providing UCC and corporate solutions that help legal and financial professionals mitigate risk and perfect secured transactions. As a longtime leader in web-based due diligence solutions, FCS offers a comprehensive online lien searching, UCC filing, monitoring, and portfolio management system that provides users with centralized management of all of their due diligence related activities.

Job Summary:

The Title Examiner is required to have extensive experience in real estate records, forms and practices. The Title Examiner will be abstracting, compiling and examining documentation from public records as well as organizing the information into a file which reflects the current condition of land requested by the client, tailoring it into a property report.

REQUIRED:

Essential Duties and Responsibilities

- Abstract, compile and examine documentation from public records.
- Organize the information into a file which reflects the current condition of land requested by the client, tailored into a property report.
- Review documents and assemble them in a report writing order.
- Communicate with clients and meet their time frames.
- Quality control in-house searched when requested.
- Train County searchers when requested.
- Complete long orders, including: Title Reports, Chains of title, Shopping Malls, easement searches and etcetera.

Education

- High school diploma or greater.

Experience

- Minimum 1-4 years' experience as a Title Examiner.

Knowledge/Skills/Abilities

- Must have an understanding of title practices and procedures.
- Must have an understanding or related computer applications, primarily Microsoft Word and Excel.

Working Conditions

- None. The work is indoors and is not substantially exposed to adverse environmental conditions.

Physical Requirements

- Ability to continuously stand or walk
- Ability to bend, climb stairs and lift frequently
- Ability to lift 10 pounds frequently
- Ability to sit in an office environment for hours at a time

First Corporate Solutions is an EOE and offers a competitive benefits package. Salary is DOE. To be considered for this position please submit your resume and cover letter summarizing your experience to careers@ficoso.com
Thank you for your interest!