
Job Description

Team Member: Your Name

Role: Processor

Qualia Role(s): Escrow/Title Processor; Assistants (Escrow/Title)

Start Date: **KRAs Effective Date:**

Pay: \$14-19 hourly, depends on training and experience

Hours Per Week: 40 hours max, 15 hours min (this is negotiable)

Overtime: no overtime without written approval

Office hours (when in the office): 9 am – 5 pm, Monday – Friday

Remote hours: *PREFERRED* time 9 am – 5 pm; however, at a minimum 8 hours sometime between 6 am to 9 pm

Breaks: (*only applicable when at the office*) up to 75 minutes per day, unpaid. (e.g. lunch, mental break)

Days off: up to 14 days per year, unpaid. (See Office Policies)

Three most important characteristics:

1. **Efficient.** *Get your work done with minimal mistakes to no mistakes; able to overcome analysis paralysis.*
2. **Organized.** *Can organize you work to minimize confusion with other thirty or so other orders.*
3. **Detail-oriented.** *Like to “do the job right.” If you know a rule, you follow it.*

Post-Closing Title work [*Critically important work in ensuring clear title*]

1. ☐ Reviewing & Recording curative affidavits, deeds, mortgages, riders with multiple Florida counties’ clerk of court.
 - a. ☐ Analyzing & processing dozens of docs daily, use QR Codes to upload to a cloud based software.
 - b. ☐ Evaluate and Submit Recordings to the clerk of court using Simplifile.
2. ☐ Processing Owner’s and Lender’s Title Insurance Policies
 - a. ☐ Create “Final” title policies for buyers, borrowers, and lenders.
 - b. ☐ Email policies to our underwriter.
 - c. ☐ Email Deed and Owner’s Policy to Buyer
 - d. ☐ Submit underwriting premium to underwriter
 - e. ☐ Check for recorded Satisfaction of Mortgage or any related satisfaction matter in the public record.
 - f. ☐ Mail out the title work to the lenders buyers and sellers

Post-Closing Settlement & Escrow work

1. ☐ Use stamps.com to mail hundreds of invoices, letters, and checks (*HOI, Commissions, etc.*) each week.
2. ☐ Check Accounting Trial Balances for over 40 orders per month (done daily, high priority and always urgent)
3. ☐ Bank Reconciliation to resolve discrepancies in escrow accounting (typically 3-5 per week).
4. ☐ Evaluate whether Seller must Report proceeds to IRS, (1099s) and Send 1099 to Seller and IRS

Pre-Closing: Title, Escrow, Settlement & Quality Assurance work

1. ☐ Gather and input very specific Seller personal information for processing Deeds, Title Affidavits and Tax forms.
2. ☐ Review Buyer and Seller info sheets for mailouts and marital status; notate orders for doc prep & scheduling.
3. ☐ Order Seller Payoffs & Confirm Receipt from Lenders and Lien holders
4. ☐ Readiness Checks for Closing: Review all order opening & pre-closing tasks for completion.
 - a. If overdue task: (i) check notes, (ii) if possible complete the task, or at minimum identify the hang-up or bottleneck; (iii) If unable to complete, inform team member and ask for an update in Qualia.
5. ☐ Confirm receipt of Home Warranties, enter invoice amount and Payee information into accounting.

Desired Outcome (D.O.) while working (serving others) at Bright Light Land Title Company.

Please describe:

- *Desired Outcome (D.O.) within the first (365 Days):*
- *Within the first 180 Days D.O.:*
- *Within the first 90-Days D.O.:*
- *Within the first 30-Days D.O.:*