

A&G Title and Abstract Co., Inc. seeking → Title Reader/Clearance Officer (hybrid - remote / office work)

Position Summary:

Seeking as of January 2025, a (M-F, 9-5) Title Reader/Clearance Officer to join a small, highly experienced team of title professionals at a well-established, capital region title insurance agency dedicated to superior client service and support.

Job Purpose:

Produce a Title Report after reading and analyzing real property searches, Abstracts of Title, municipal searches, tax searches, surveys/maps; and effectively communicate with attorneys, staff and other necessary parties clearance solutions to existing and potential issues impeding clear title and timely closings. Act in a teaching/training capacity for clients and team members regarding underwriting and other title related matters.

Essential Duties and Responsibilities:

- Read/examine the contents of searches, abstracts, maps and legal documents with thoroughness and accuracy to vest title and set forth objections and exceptions according to current New York State underwriting standards for title report production
- Possess comprehensive knowledge of all aspects of the New York State title insurance industry
- Employ knowledge-based reasoning and analytical skills to solve complicated title problems
- Articulate confidently and concisely in person, by phone, and in writing, common sense, practical solutions to clear obstacles to facilitate timely closings
- Track and follow-up on outstanding clearance matters
- Review proposed curative and closing documents for accuracy and recordability
- Understand NYS TIRSA Rate Manual provisions i.e. rates, rules, policy forms and endorsements
- Provide outstanding client service and maintain open, cooperative communication with remote team

Required Skills:

- Skilled with computers, scanners, printers, etc.
- Experienced with the use of title software (AccuTitle / TitleFusion, preferred)
- Proficient in Microsoft Office Suite, including but not limited to Word, Excel and Outlook
- Ability to video conference in Zoom, Teams, Webex, etc.

Minimum Qualifications:

- 5 years' experience as Title Reader/Clearance Officer in NY in commercial/residential purchases/refinances
- Higher education preferred
- Hold valid New York State Title license or sub-license, or agree to become licensed within one year of hire
- Live in New York State – near Albany, NY, preferred
- A background check will be performed to assure (1) a valid social security number, (2) no National Sex Offender Registry listing, and (3) no Widescreen Plus National Criminal Search database listing.

Salary and Benefits:

- \$50,000 - \$80,000 per year
- Health, dental and vision insurance
- Generous paid time off
- Simple IRA

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Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at will relationship.

This company is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Please submit cover letter, resume and salary requirements to careers@agtitleservices.com.
Contact us today. All inquiries are strictly confidential.