

Pioneer Title Agency

COMMITMENT TO SERVICE



Title Clerk

Position Type: Full-Time

Location: Kingman, AZ

Description:

The Title Clerk assists the title department with orders, recordings, and customer service. Successful Title Clerks are careful, persistent, collaborative, loyal, and sincere.

Typical duties of the position may include:

- Opening title orders as they are assigned and cancelling if need be
- Preparing title policies
- Understanding maps and Assessor's records
- Searching tax information
- Proofreading and verifying accuracy of documents
- Communicating with customers as needed
- Using typical office equipment such as copiers, scanners, and fax machines
- Processing the mail

The Title Clerk may be assigned additional tasks in support of the department's goals.

Minimum Qualifications:

- Ability to type 40+ WPM.

Skills and Abilities:

- Goal oriented with the desire to grow knowledge and skill
- Strong oral and written communication skills.
- High level of organizational skills and attention to detail.
- Strong computer skills and knowledge of Microsoft Office Suite.
- Prioritizing and multitasking.

Salary:

Competitive and commensurate with experience, plus a strong benefits package.

Application Process:

Please submit a cover letter, detailed resume, and copy of recent typing test (if available) to personnel@ptaaz.com. Please include "Kingman" in the subject line.

WHAT WE DO: Pioneer Title Agency provides insurance, escrow, account servicing, trustee sales, and builder-related trust services to our customers through nearly 60 branches across Arizona.

WHO WE ARE: Pioneer Title Agency is more than just a family-owned business – we are a business made up of dozens of actual families and hundreds of friends whose relationships and real estate expertise predate our official founding in 1985.

Not only are we passionate about our customers, we also strive to support the growth of our employees and the causes that are important to them.

We are a local business that cares deeply about Arizona and the communities we serve.

"We are committed to serving each other.

We are committed to serving our customers.

We are committed to serving our local communities."

www.ptaaz.com