

Pioneer Title Agency

COMMITMENT TO SERVICE



Policy Typist

Position Type: Full-Time

Location: Sierra Vista, AZ

Description:

The Policy Typist accurately types commitments for title insurance and title policies for multiple underwriters. Successful Policy Typists are dependable, detailed, focused, and methodical.

Typical duties of the position may include:

- Typing commitments, policies, endorsements, and guarantees.
- Electronically maintaining title files and records of all title policy numbers assigned by the underwriter.
- Sending original policies to the insured parties.

The Policy Typist may be assigned additional tasks in support of the department's goals.

Minimum Qualifications:

- Type 60+ WPM
- Strong computer skills with working knowledge of Microsoft Office

Skills and Abilities:

- High level of organizational skill, accuracy, and attention to detail
- Basic knowledge of title practices and terminology
- Ability to adjust to changing procedures

Salary:

Competitive and commensurate with experience, plus a robust 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 "Sierra Vista" 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."

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