

# Pioneer Title Agency

COMMITMENT TO SERVICE



## Escrow Officer

**Position Type:** Full-Time

**Location:** Flagstaff, AZ

### Description:

The Escrow Officer establishes new escrow accounts and manages the entire transaction process while providing exceptional, friendly customer service.

Typical duties of the position may include:

- Complete escrow transactions by assessing and resolving requirements, preparing and reviewing closing documents, and disbursing funds.
- Collaborate with title department to resolve title issues.
- Communicate frequently with all parties of the transaction to obtain necessary information, explain procedures, and answer questions.
- Conduct closing appointments, including the explanation of all documents to the customers.
- Notarize all documents as required by law.
- Set monthly goals to maintain or increase volume of business.

The Escrow Officer may be assigned additional tasks in support of the department's goals.

### Minimum Qualifications:

- At least 3 years of experience in the escrow, real estate, or lending field.
- Ability to type 40+ WPM.
- Current AZ Notary Commission Certificate, or ability to obtain one.

### Skills and Abilities:

- Strong oral and written communication skills.
- High level of organizational skills and attention to detail.
- Knowledge of escrow practices and terminology.
- Strong computer skills with working knowledge of Microsoft Office and Impact.
- Proficiency in the use of a 10-key calculator.
- Strong math skills.

### 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](mailto:personnel@ptaaz.com). Please include "Flagstaff—Elden" in the subject line.

**WHAT WE DO:** Pioneer Title Agency provides title insurance, escrow, account servicing, trustee sales, and builder-related trust services to our customers through over 70 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](http://www.ptaaz.com)