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**Job description:** We are seeking an entry-level title examiner to search District of Columbia (DC) public records and prepare title reports. This role is an excellent opportunity for recent graduates seeking a career path. We offer comprehensive on-the-job training. The ideal candidate will have strong communication skills, be highly organized, and possess a positive attitude.

**Qualifications:**

- Detail Oriented
- Analytical ability
- Research and investigative skills
- Problem solving skills
- Proficient Microsoft skill set
- Working knowledge of Adobe Acrobat.
- High School diploma or equivalent

**Job responsibilities:**

- Conduct thorough online research of DC land records, including deeds, mortgages, liens, and other relevant documents.
- Utilize Geographic Information Systems (GIS) to analyze property data and assist in title abstracting.
- Prepare detailed reports of title that summarize findings and highlight any potential title issues.
- Communicate effectively with clients to provide updates on title status and address inquiries.
- Maintain organized records of all research conducted and documents processed for future reference.

**Requirements:** Must have internet connection. Must be able to train remotely with senior title examiner.

**Pay and Location:** \$18.00 per hour. Part-time with a minimum 20 hours a week with flexible hours and the potential to transition to full time following successful training. Remote only. Must use own computer.

**Benefits:** Available for full time employees only. Benefits would include Medical, dental, vision (eligible after 3 months), 401(k) (eligible after 1 year), 1 week of paid vacation for the 1<sup>st</sup> 3 years and 2 weeks after 3 years, paid 5 days of sick leave annually

**Reports to:** Senior Title Examiner.

**Interested parties** should email their resume to email [info@answerabstracts.com](mailto:info@answerabstracts.com)

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