



**WHEATLAND**  
TITLE COMPANY  
FAMILY OF COMPANIES

## **Title Examiner Job Description**

**Position:** Title Examiner

**Job Type:** Full-time

**Reports To:** Department Manager

**Hours:** Monday – Friday, 8:30 AM to 5:00 PM

**Location:** In office role; Hybrid or Remote options may be available based on experience and circumstances

**Salary Expectations:** \$22.00 - \$35.00/hr.; depending on experience/education

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For over 40 years, Wheatland Title has been providing title insurance and related services throughout all 102 counties in the State of Illinois. As a full-service title insurance company, we provide our clients with a wide range of title-related services, including land records research, escrow services and recording services. The Wheatland Family of Companies include American Title Company, Crites Title Company, Livingston County Abstract, and Standard Title Company.

### **Why Join Us? Because We Care!**

We offer competitive compensation packages and opportunities for career growth within our organization. We take great pride in the professional development of our employees by offering training and educational opportunities to support individual success and give a strong platform for professional growth. We support and promote our employees' involvement in industry trade organizations, local chamber of commerce, and with our local communities. If you are a dedicated professional with a passion for real estate and title examination, we would love to hear from you. We are passionate about our work, and we are passionate about empowering our people to reach their full potential.

### **Position Summary:**

If you enjoy history and analyzing research, this is a great career opportunity. In this position an Examiner will analyze real estate records and data as part of various real estate transactions. These transactions could range from residential to commercial to energy projects, and they can be simple or complex. Every parcel of real estate has a history, and often that history can be a puzzle, so you will be a part of a team piecing together that puzzle. Our examiners are trained to work in a fast-paced setting to support the Wheatland team in many ways. Your analysis of the records and data contributes essential information that is critical to the real estate transaction.

**Key Responsibilities:**

- Analyze real estate records and data
- Work with clients to solve title matters
- Review of title history
- Map legal descriptions
- Work with team members to piece together title history

**Skills & Qualifications:**

- High School Diploma
- 2+ years search and title examination experience
- Excellent communication and customer service skills.
- Excellent interpersonal and problem-solving skills.
- Excellent organizational skills, strong attention to detail and ability to manage multiple tasks in a fast-paced environment
- Professionalism, maturity, strict discretion, and strong data-protection practices are essential due to the confidential nature of this role.
- Solid computer knowledge (Windows, Word, Excel) required.

**Physical Requirements:**

- Performing duties seated at computer station.
- Ability to move about office facilities.
- Minor lifting requirements such as files or copy paper boxes as needed.

**Benefits:**

- Health Insurance
- Dental Insurance
- Vision insurance
- Paid Time-off
- Life Insurance
- 401(k)
- HRA/FSA