**Title Counsel & Underwriter – VERMONT**

**Job Description**

**REPORTS TO**: State Manager

**DEPARTMENT**: Legal

**FLSA STATUS:** Salary/Exempt

**SUMMARY**:

The Title Counsel & Underwriter makes sound risk assessment decisions that facilitate the issuance of title insurance policies. Provide guidance to our attorney agents on all facets of residential and commercial real property matters, lead educational seminars and publish articles internally and externally.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Providing knowledgeable, professional and prompt responses to underwriting calls from agents;
2. Making sound risk assessment decisions that facilitate the issuance of title insurance policies;
3. Plan, prepare and participates in educational programs for agents;
4. Prepare written communications for distribution to agents and articles on real estate issues
5. Attend and participate in trade and professional organization activities;
6. Advise the state manager and senior management team of developments in Vermont real property and title insurance law;
7. Plan, attend and host corporate social functions;
8. Participate in branch office planning in order to meet established service and revenue goals;
9. Assist in recruiting new attorney and title agents and developing lists of potential agents.
10. Compliance and adherence, at all times, with the organization’s Code of Ethics and Conduct as well as all of our company policies.
11. Performs other duties as required.

**Job Requirements**

**QUALIFICATION REQUIREMENTS**: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Solid understanding of Vermont real estate practice and settlement procedures;
* Ability to assess underwriting risk and convey that to the company’s title agents;
* Ability to act independently and make firm underwriting decisions;
* Excellent communication skills, including the ability to listen closely;
* Ability to create strong business relationships with the company’s title agents;
* Basic understanding of title insurance concepts and a willingness to participate in trade organizations in order to further expertise in this area;
* Creative problem-solving abilities.
* Service oriented.
* Commitment to providing excellent customer service is essential.

**EDUCATION AND/OR EXPERIENCE:**

* Graduation from an accredited law school and license to practice law in **Vermont.**
* Have at least 5 years’ experience as an attorney focused on Vermont real estate law.
* Experience in bankruptcy, estate settlement and litigation matters.

**EEO Statement**

CATIC Financial, Inc. and its subsidiaries are committed to providing equal employment opportunities to all employees and applicants for employment and to maintaining a work environment that is free from discrimination without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, we comply with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.