

Title and Underwriting Paralegal Position Available

Conestoga Title Insurance Co. is a regional title insurance underwriter founded in 1973 with corporate headquarters in Lancaster, Pennsylvania. We offer comprehensive title insurance services through a network of highly qualified and experienced independent agents and approved attorneys. We are licensed to underwrite title insurance in fourteen states and the District of Columbia.

Job Summary

Provide substantial support to Conestoga's Title Department and assistance as needed in the Underwriting and Claims and Recovery departments.

Primary Responsibilities and Duties

- Prepare title insurance commitments
- Review applications for title insurance for completeness and correspond as necessary with Conestoga's network of Approved Attorneys concerning their applications
- Prepare title insurance policies
- Monitor the general Title Department email and respond as necessary
- Scan and index files for Title Department

Qualifications and Skills

- Paralegal certification preferred
- Paralegal training or experience in the legal field required
- Knowledge and/or experience in real estate transactions
- Knowledge and/or experience in insurance
- Knowledge of real estate loan documents

Application:

To apply, please submit a Resume and Cover letter to rhecker@conestogatitle.com.