

ESCROW AND TITLE SUPERVISOR

DEFINITION

Plans, supervises, and participates in escrow and title processes involved in District real estate transactions.

TYPICAL DUTIES

Supervises, assigns, and participates in professional real estate escrow work including:

- Ordering and reviewing title insurance reports and policies required for real estate transactions and related purposes.

- Opening and closing escrow accounts with title companies in real estate transactions involving the District.

- Reviewing property transfer documents and escrow amendments, and preparing escrow instruction letters and other documents related to the escrow closing process.

- Maintaining various escrow tracking reports and inputting information into the real estate database.

- Procuring funds for escrow deposits, closing funds, title insurance costs, and escrow fees during escrow transactions.

- Procuring funds and managing payments for rental loss agreements.

- Serving as a liaison between District staff and title companies.

Performs due diligence functions for real estate teams including, but not limited to, title review, easement disposition analysis, and underlying document review.

Initiates and recommends new procedures to simplify, organize, and expedite work flow.

Instructs title insurance companies in District title requirements.

Trains real estate staff in escrow and title requirements and procedures.

Performs the more complex escrow transactions and related real estate matters.

Prepares special escrow, title, and condemnation status reports.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Escrow and Title Supervisor supervises and participates in real estate escrow and title services.

The Director of Acquisition and Relocation has responsibility for the acquisition and relocation program for the District's building program. The Deputy Director of Acquisition and Relocation assists in the overall administration of these functions and activities and acts for the Director in case of absence.

A Realty Agent conducts surveys to locate, select, and acquire District property; appraises real property; negotiates for purchase, sale, rental, and lease of real property; arranges for demolition of improvements; assists in the relocation of displaced residents; assists legal counsel in the preparation of condemnation cases; and coordinates the activities of consultants providing services to the District.

SUPERVISION

General direction is received from the Director or Deputy Director of Acquisition and Relocation. General supervision is exercised over lower level technical and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Legal terminology involved in real estate transactions
- Review and analysis principles, technical terms, and concerns related to real estate documents
- Real estate purchase and sale agreements
- Real estate escrow procedures and regulations
- Title insurance practices and procedures
- Title insurance forms including American Land Title Association (ALTA) and California Land Title Association (CLTA) policy and endorsement forms
- Basic familiarity with ALTA and American Congress on Surveying and Mapping (ACSM) land title surveys
- California eminent domain law, court procedures, and time-lines related to the deposit of funds
- Principles of training and supervision

Ability to:

- Interpret real estate transaction documents
- Oversee escrow transactions performed by outside title companies and represent District interests by confirming the disposition and handling of District funds and District title requirements
- Perform basic accounting functions related to complex real estate transactions and perform audits of current and past transactions
- Analyze land surveys
- Communicate effectively in writing and orally
- Direct and participate in the training of technical and clerical personnel
- Use a computer workstation
- Supervise effectively

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Five years of real estate experience working in a title and escrow department of a public agency or private company with at least 100 employees with duties that required the interpretation, explanation, and application of rules and regulations applicable to real estate title and escrow, including two years in an administrative or supervisory capacity.

Special:

A valid California Driver License.
Use of an automobile.
California Notary Public Commission.
A California Real Estate License.

SPECIAL NOTE

An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or to change typical duties of a position at any time.