



Office Clerk

Position Type: Full-Time

Location: Prescott, AZ

Description:

This position assists several offices and departments with general office assistance. It is a great place to start learning about title and escrow services with the opportunity to grow within the company. Successful candidates are dependable, cooperative, diligent, detailed, and disciplined.

Typical duties of the position may include:

- Answering multiple phone lines.
- Using typical office equipment such as copiers, scanners, and fax machines.
- Research property information including vesting deeds, encumbrances on property, deeds of trust, assignments, maps, etc.
- Communicating with offices for pickups and deliveries and navigating to pickup and drop off points with packages.
- Typing commitments.

The Office Clerk may be assigned additional tasks in support of the company's goals.

Skills and Abilities:

- Strong oral and written communication skills
- High level of organizational skills and attention to detail
- Basic computer skills with working knowledge of the Microsoft Office suite

Minimum Requirements:

- Valid Driver's License
- Clean Driving Record
- Type 40+ WPM

Salary:

Competitive and commensurate with experience, plus a robust benefits package.

Application Process:

Please submit a cover letter and detailed resume to personnel@ptaaz.com. Please include "Office Clerk" in the subject line.



WHAT WE DO: Yavapai Title Agency provides title insurance, escrow, account servicing, trustee sales, and builder-related trust services to our customers through our 8 branches throughout Yavapai county.

WHO WE ARE: Since 1963, Yavapai Title Agency has been Yavapai County's hometown title agency and real estate resource. Yavapai Title Agency remains the only locally owned and operated title company in the county.

Not only are we passionate about our customers, we also strive to support the growth of our employees and the causes that are important to them.

We are a local business that cares deeply about Arizona and the community we serve.



www.yavapaititle.com