

Coleman | Talley

Title & Survey Specialist (Jacksonville, FL)

The law firm of Coleman Talley LLP is seeking a Title & Survey Specialist to join our commercial real estate and housing practice in Jacksonville, FL. This position will involve reviewing and analyzing title commitments, surveys, and related documents for commercial real estate transactions. The Title & Survey Specialist will identify and resolve title issues, coordinate with title companies and surveyors, and ensure all title and survey documents are accurate and complete throughout the closing process.

Responsibilities:

- Review and analyze title commitments, surveys, and related documents for commercial and housing real estate transactions.
- Identify and resolve title issues and discrepancies.
- Coordinate with title companies, surveyors, and other parties involved in the transaction.
- Prepare and review title objection letters and responses.
- Ensure all title and survey documents are accurate and complete.
- Assist in the preparation of closing documents and ensure all title requirements are met.
- Maintain organized and accurate records of all title and survey documents.
- Provide support to attorneys and other team members in the commercial real estate and housing practice.
- Ensure compliance with legal and regulatory requirements throughout the closing process.
- Conduct final review of all title and survey documents before closing.
- Communicate with clients to provide updates and address any title-related questions or concerns.

Qualifications:

- Some college coursework completed; an associate or bachelor's degree is preferred.
- Experience working at a title company or law firm, specifically in commercial real estate.
- Strong understanding of title and survey documents and processes.
- Excellent organizational skills and attention to detail.
- Ability to work independently and as part of a team.
- Strong written and verbal communication skills.
- Ability to handle multiple tasks and prioritize effectively.

Technology:

- Proficiency in Microsoft Office software (Word, Outlook, Excel)
- Understanding of DocuSign
- Proficiency in Adobe Pro and/or Kofax
- Understanding of online file collaboration sites such as ShareFile
- Experience with NetDocuments, Centerbase or similar LMS software, a plus.

Schedule: Monday through Friday from 8:30 a.m. to 5:00 p.m. with a 1-hour lunch period

Compensation: Commensurate with experience

Benefits for Full-time Employees:

- Paid time off
- Health Insurance
- Dental
- Vision
- Life Insurance
- Disability
- Flexible Spending Account
- 401(k) Retirement with Matching Contributions

How to Apply: Submit your resume, cover letter, and references to jobopportunity@colemantalley.com. We offer competitive compensation and benefits, a supportive work environment, and opportunities for professional growth. Join our team and contribute to the success of our clients and our firm.