



CRANE

SETTLEMENT SERVICES, LLC

TITLE & CLOSING SERVICES

An affiliated company of Crane Law, PC

Job Title: Real Estate Settlement Processor
Company: Crane Settlement Services, LLC
Bloomsburg, Pennsylvania
Position Type: Full-Time
Monday – Friday
8:30 AM – 4:30 PM

Position Summary

Crane Settlement Services LLC is seeking a detail-oriented, highly organized Real Estate Settlement Processor to manage residential real estate transactions from contract through closing and post-closing. Reporting to the Director of Real Estate Operations, the Settlement Processor is responsible for coordinating all aspects of the settlement process, maintaining accurate and complete transaction files, and ensuring that required documentation, title matters, and closing requirements are addressed in a timely manner.

The Settlement Processor will utilize Qualia to manage transaction workflows, coordinate title searches and updates through TitleWave, and process transactions in accordance with Fidelity National Title underwriting requirements and company procedures.

This position serves as a primary point of contact for buyers, sellers, real estate agents, lenders, attorneys, and other transaction participants. The successful candidate will demonstrate exceptional attention to detail, strong organizational and communication skills, sound judgment, and the ability to independently manage multiple transactions and competing deadlines while providing a high level of professional service.

Essential Responsibilities

File Management

- Open, organize, and maintain residential settlement files in Qualia from receipt of the purchase agreement through closing and post-closing.
- Review agreements of sale, amendments, addenda, and supporting transaction documentation for completeness and relevant requirements.
- Establish, monitor, and track critical dates, contingencies, and closing milestones.
- Maintain accurate and complete file documentation, correspondence, notes, and communication records.
- Proactively monitor assigned files and identify outstanding items that could affect the scheduled settlement.



Title Processing

- Order title searches and updates through TitleWave.
- Review title reports and supporting documentation to identify liens, judgments, easements, restrictions, title defects, and other matters affecting title.
- Coordinate the resolution of title requirements and curative matters, including obtaining releases, satisfactions, affidavits, and other required documentation.
- Prepare title commitments in accordance with Fidelity National Title underwriting guidelines and company procedures.
- Escalate complex title or underwriting matters to the Director of Real Estate Operations or underwriter when appropriate.

Settlement Coordination

- Order municipal lien searches, tax certifications, UCC searches, HOA/condominium documentation, and other required searches and certifications.
- Obtain mortgage, judgment, and lien payoff statements and verify relevant payoff information.
- Coordinate with lenders regarding closing requirements, documentation, funding conditions, and transaction deadlines.
- Coordinate and schedule settlements with buyers, sellers, lenders, real estate agents, attorneys, and other involved parties.
- Provide timely transaction status updates and proactively communicate outstanding requirements to appropriate parties.
- Respond professionally and promptly to questions from clients and transaction partners throughout the settlement process.

Closing Preparation

- Assist with the preparation and review of Closing Disclosures, settlement statements, and other closing documentation.
- Review lender instructions and closing packages to identify and satisfy applicable requirements.
- Verify taxes, assessments, recording information, legal descriptions, vesting, and other transaction details for accuracy.
- Confirm that title, lender, underwriting, and other pre-closing requirements have been satisfied or appropriately addressed prior to settlement.
- Perform a final review of assigned files in preparation for closing and promptly escalate unresolved issues that could delay settlement.

Post-Closing Support

- Assist with preparation and processing of recording packages and post-closing documentation.
- Track outstanding post-closing requirements and assist with their timely resolution.
- Coordinate the issuance of owner's and lender's title insurance policies through Fidelity National Title.
- Maintain compliance with Fidelity National Title underwriting standards and Crane Settlement Services LLC policies and procedures.
- Assist in resolving post-closing title, recording, documentation, and policy matters as necessary.

Compliance, Confidentiality & Security

- Maintain the confidentiality and security of client, financial, and transaction information.
- Follow established company procedures for the handling and verification of wiring instructions and other sensitive financial information.



- Adhere to company wire-fraud prevention, identity-verification, privacy, and information-security procedures.
- Perform duties in accordance with applicable company policies, underwriting requirements, and regulatory standards.

Required Qualifications and Skills

- High school diploma or equivalent required. Associate degree in Paralegal Studies, Legal Studies, Business Administration, Real Estate, or a related field strongly preferred.
- Experience: Minimum of 2 years of experience in title processing, escrow, or real estate settlement services.
- Licensure: Active Notary Public Commission required (*or willing to obtain within 60 days*).
- Working knowledge of residential real estate closing and settlement practices.
- Ability to understand and work with deeds, mortgages, title reports, legal descriptions, payoff statements, and related transaction documentation.
- Proficiency with Microsoft Office applications and the ability to learn and effectively utilize industry-specific technology.
- Ability to manage multiple active transactions and competing deadlines with accuracy and appropriate follow-through.

Preferred Qualifications

- Experience using Qualia settlement software.
- Experience ordering and reviewing title through TitleWave.
- Experience working with Fidelity National Title or another national title insurance underwriter.
- Pennsylvania residential title and settlement experience.

What Success Looks Like

A successful Real Estate Settlement Processor at Crane Settlement Services LLC takes ownership of assigned transactions and consistently advances files toward timely, accurate, and compliant closings. Success in this position includes maintaining organized and complete files, anticipating transaction needs, identifying and addressing outstanding requirements before they become closing issues, communicating proactively with all parties, meeting critical deadlines, and providing clients and industry partners with professional and responsive service.

Ideal Candidate

The ideal candidate has hands-on experience processing Pennsylvania residential real estate transactions and understands the importance of both technical accuracy and exceptional client service. The candidate is comfortable working in a fast-paced settlement environment, managing multiple files simultaneously, and taking ownership of transactions from opening through closing and post-closing.

Experience with Qualia, TitleWave, and Fidelity National Title is highly desirable. The ideal candidate is proactive rather than reactive, identifies potential issues early, follows through on outstanding requirements, communicates effectively with transaction participants, and understands that successful settlements depend upon accuracy, responsiveness, organization, and teamwork.



Professional Development & Career Growth

Crane Settlement Services LLC values continued education, professional development, and initiative. Employees are encouraged to identify and pursue learning opportunities that strengthen their knowledge, skills, and professional capabilities.

We are committed to supporting employees who demonstrate initiative and a desire to grow professionally. The company seeks to provide opportunities for continued learning, increased responsibility, career development, and professional networking within the real estate, title, legal, and related professional communities.

Our goal is not simply to train an employee to perform a position, but to provide an environment in which motivated employees can develop their expertise, expand their professional relationships, and build a successful long-term career.

Compensation and Benefits

- Compensation is commensurate with experience and qualifications.
- A relocation stipend may be available for an exceptional candidate, depending upon the circumstances of the hire.
- Employees who maintain an active Notary Public commission and perform notarial services as part of their employment are eligible for an annual \$500 notary bonus.
- Employer-sponsored health insurance coverage is available for the employee. Employer-sponsored dependent or family coverage is not currently offered.
- Paid time off and paid holidays.
- Professional development, continuing education, career growth, and professional networking opportunities.

About Crane Settlement Services LLC

Crane Settlement Services LLC is a Pennsylvania real estate settlement and title services company affiliated with Crane Law PC. The two organizations operate under common ownership and work collaboratively to provide clients and real estate professionals with comprehensive support throughout the real estate transaction process.

The Real Estate Settlement Processor will be employed by Crane Settlement Services LLC and will work in a collaborative professional environment alongside members of the affiliated law firm, while supporting the settlement company's title and closing operations.

How to Apply

Qualified candidates are invited to submit a resume by email to brian@cranelawpc.com.

Please include "Real Estate Settlement Processor" in the subject line.



Applications and resumes will be accepted electronically. Please do not visit the office to submit a resume or application in person. Candidates selected for further consideration will be contacted directly to arrange the next steps in the hiring process.