

# DOUGHERTY MORTGAGE LLC

## Escrow Specialist - Dougherty Mortgage LLC

Dougherty Mortgage LLC is a Fannie Mae approved DUS® Lender, HUD/FHA Mortgagee, and Ginnie Mae seller/servicer headquartered in Minneapolis with offices in Arizona, Colorado, Georgia, Illinois, Maine, Massachusetts, New Hampshire, New York, North Carolina, Tennessee, Texas and Virginia. For more information on our company, visit our website at [www.doughertymarkets.com](http://www.doughertymarkets.com). We are seeking an experienced team player to join our downtown Minneapolis office as an Escrow Specialist.

### Essential Duties and Responsibilities Include:

- Provide superior customer service to Lenders, borrowers, agents and other Dougherty Mortgage staff.
- Monitor and collect Evidence of Insurance, upon expiration.
- Administer all aspects of insurance, which includes reviewing insurance certificates & policies for conformity with investor requirements, payment of premiums due, and maintain insurance files and servicing system.
- Work directly with DM production team, borrowers and/or insurance agents/brokers to ensure insurance complies with loan documents and lender requirements.
- Conduct due diligence of loan documents to ensure proper loan setup and servicing of the loan.
- Identify potential risk for the company and the investor.
- Plan and schedule own workload to most efficiently meet benchmarks and manage assigned portfolio, prioritizing according to risk and urgency.
- Perform duties and responsibilities in accordance with applicable laws, regulations, self-regulatory organization requirements (e.g. HUD, FHA, Ginnie Mae or Fannie Mae) and DM compliance and employee policies.
- Other duties assigned by manager.

### Qualifications Required:

- High School Degree or equivalent required; 2-year or 4-year college degree preferred
- Insurance designation/certificate preferred
- 1-3 years of office experience; insurance and/or servicing experience preferred
- Proficiency in Microsoft applications (Word, Excel & Outlook)
- Strong organizational skills with the ability to handle multiple tasks, assignments and prioritize to meet deadlines
- Ability to communicate with all levels of the organization and various types of personalities
- Detail oriented, attention to detail and accuracy required
- Ability to work both independently and within a team, with minimal supervision

We offer a comprehensive benefits package for employees and their families including medical and dental plan; 401k plan including company matching; firm funded life and disability insurance.

Qualified candidates should submit their resume to [careers@doughertymarkets.com](mailto:careers@doughertymarkets.com) for consideration.

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

[www.doughertymarkets.com](http://www.doughertymarkets.com)

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