



Title	SEARCHER – (Experienced)	Reports To	Search & Title Services Manager
FLSA Status	Non-Exempt	Work Schedule	Full Time
Department	Search Department	Location	Sacramento, CA

JOB SUMMARY

This position is responsible for searching various public record websites while maintaining FCS' superior service standards and meeting deadlines. It requires the ability to type 55 WPM with exceptional accuracy. The searcher plays a vital role in supporting, communicating and encouraging FCS' Vision, Mission and Guiding Principles.

DUTIES AND RESPONSIBILITIES

- Examine various public record websites (i.e. state and counties) for judgments, liens and other critical information pertaining to business entities, county searching, account monitoring, etc.
- Provide copies relevant to specific search
- Provide recorded documents from outside sources when needed from County Searchers
- Submit search orders to appropriate department when completed
- Work with the Workflow Coordinator and Manager to assure quality customer service
- Communicate effectively with outside vendors, internal searches and clients
- Communicate with Account Managers on searches
- Miscellaneous duties and special projects assigned, as directed by Manager
- Perform various other job-related duties as prescribed by company and departmental need

QUALIFICATIONS

EDUCATION/CERTIFICATION

- High School Diploma or greater
- Preferred - Some college or bachelor's degree in business-related field

EXPERIENCE

- Two years' experience in a Service Company or Public Records Industry, and/or
- Two years of title/real estate searching

REQUIRED SKILLS/ABILITIES

- Ability to read and comprehend the Uniformed Commercial Code and MARs rules
- High competence of computer applications including full Microsoft Suite and internet searching
- Competent in PDF Studio Pro, Adobe Acrobat and a paperless work environment
- Strong communication skills with reading, writing, speaking and command of the English language
- Critical thinking with analytical and research skills
- Capable of successfully collaborating with peers and management
- Ability to operate and navigate on a computer without supervision
- Working effectively in a teamwork environment, in daily activities as well as addressing problems in unique situations
- Ability to locate property on a map
- Capable of searching public record indexes
- Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw conclusions
- Able to perform simple mathematics equations.
- Ability to prepare business letters, proposals, summaries, and reports using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

WORKING CONDITIONS and PHYSICAL REQUIREMENTS

Work is indoors and is not substantially exposed to adverse environmental conditions. Repetitive and continual typing motion is required.

- Ability to lift to 10 pounds frequently
- Ability to sit in an office environment for hours at a time
- Average, ordinary, visual acuity necessary to prepare or inspect documents or products or operate a computer
- Able to hear average or normal conversations and receive ordinary information