Online Search Coordinator

Summary

Retrieve documents filed at various county clerk's offices utilizing online resources. Compile findings in a report to present to other departments and/or clients. Review work from our external vendors in the field and compile their findings in a report to present to clients (for uninsured products).

General Characteristics

Must have high attention to detail. Must have a high comfort level with online searching, computers and typing. Must have the ability to communicate clearly and concisely with internal and external parties.

Direction Received

Reports to and receives direction from Manager and Assistant Manager.

Typical Duties and Responsibilities

1. Search Assessment Rolls/In Rem/Tax Records (when applicable).
2. Search land records from the county clerk's websites.
3. Search legal records or judgment and lien records from the county clerk's websites or other third party websites.
4. Search surrogate records from surrogate court sites and/or order with vendors in the field.
5. Search bankruptcy records.
6. Compare legal descriptions of various documents.
7. Communicate with vendors regarding work that they have submitted when necessary.
8. E-mailing work to clients (when necessary).
9. Quality Control: Review work from vendors.
10. Operate all software programs as directed by the company (ie: Greenfolders, E-Copy, Outlook, etc.).
11. Help out with Gap Contins when necessary.
12. Assist Management with any additional miscellaneous projects.
13. Prepare files for title exam department by reviewing file and searching websites to obtain complete copies of Mortgages, Deeds, Assignments, judgements and other pertinent information.

Communication

Responsible for keeping fellow team members abreast of any new developments as they appear. Routinely interacts with team members and management to help with problem solving.

Requirements
- Prior experience in the industry is preferred but not required
- Must have high attention to detail and be able to multi-task
- Ability to learn and adjust quickly in a fast paced environment
- Must be proficient in Microsoft office and comfortable with searching a variety of databases
- Must be able to type at least 60 wpm

Job Title:	**Department:**
FLSA Status:	**Reports to:**
Salary Range:	**Last Revision Date:**