

Job Title: Searcher**Revised: January, 2015
Reports to: Branch Manager****COMPANY CONFORMANCE STATEMENTS:**

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers and vendors.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

OBJECTIVE:

Under general supervision, accurately searches County and other public records to compile search of title in accordance with established searching procedures.

ESSENTIAL FUNCTIONS:

- 1) Accurately reviews customer and/or company instructions to identify information required, legal description of property and name of parties involved in the transaction.
- 2) Locates and prints tax information for each file from the specific county's website and checks GIS map for possible adjacent properties owned.
- 3) Accurately performs property and name searches using various resources, depending on the county, that is being searched (i.e., TAPPS, Title Scan, Doxpop, Title Point, Datatrace, and various online websites).
- 4) Marks up take-off sheets indicating what is being included in the search based on whether or not the particular item is associated with the property in the file in a clear and easily understood manner.
- 5) Orders judgment copies, if applicable, and makes document copies as needed based on take-off sheets.
- 6) Determines a clear chain of title and verifies legal is correct. Organizes tax and document copies and places them in proper order in the file for the Examiner.
- 7) Scans completed search package in ResWare® and completes search action.
- 8) Communicates with managers/account managers, as needed, if there are issues on a file that will cause a delay in the search.
- 9) Monitors and responds to incoming emails to the department containing requests for specific information.
- 10) Communicates with vendors to gather needed information, as needed.
- 11) Performs other related duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

Requires an excellent working knowledge of computers. Requires familiarity with and location of public records. Requires problem-solving skills and the ability to use all available resources to solve issues that arise. Must possess a positive attitude and be willing accept feedback from co-workers and managers. Ability to maintain flexibility as to daily responsibilities. Willingness to take on additional responsibilities and learn new areas within the title department.

EDUCATION, EXPERIENCE & LICENSING:

High School diploma, or equivalent. Valid motor vehicle license, reliable transportation and current auto insurance.

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This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

Agreed to by: _____
Searcher Signature Date

Printed Name: _____

Supervisor: _____
Branch Manager Signature Date

Printed Name: _____