



JOB TITLE: County Searcher

DEPARTMENT: CS

REPORTS TO: Title, Online and Search Services Manager

FLSA STATUS: Non-Exempt

SCHEDULE: Full-Time, M-F, 8:00 am to 5:00 pm PST, Overtime with Notice

LOCATION: Sacramento, CA

ABOUT FIRST CORPORATE SOLUTIONS

First Corporate Solutions (FCS) is a global risk management and due diligence firm providing UCC and corporate solutions that help legal and financial professionals mitigate risk and perfect secured transactions. As a longtime leader in web-based due diligence solutions, FCS offers products and services across many diverse segments of the public records industry.

JOB SUMMARY

The County Searcher accurately conducts, reviews and places orders for title searches both internally and externally.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Accurately perform title inquiries on Title point, Data Trace and all County websites to determine where the order needs to be placed.
- Provide recorded documents from outside sources when needed from County Searchers.
- Review chain of documents to ascertain which records are relevant to specific search.
- Provide copies relevant to specific search.
- Submit search orders to appropriate department when completed in the OES System.
- Work with the Workflow Coordinator 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.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Proactively pursue professional development activities (e.g., reviewing professional publications, establishing personal networks, continuous industry training and updates).
- Cross train with team and other departments.
- Serve as departmental coverage as needed.

REQUIRED QUALIFICATIONS

Includes Physical and Mental Requirements

Education

- Minimum Education: High School Diploma.

Experience

- 0-4 years of customer service experience in any capacity.
- 0-2 years' experience working in a deadline driven environment with concentration on quality.
- Ability to quickly learn and navigate propriety systems.

Knowledge, Skills and Abilities

- Ability to read and comprehend the Uniformed Commercial Code (RA9), Corporations 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.
- Detailed, organized, time management, and multi-tasking skills.
- Ability to operate and navigate on a computer without supervision.
- Work effectively in a teamwork environment, in daily activities as well as address problems in unique situations.
- Online research skills.
- Possess fundamental mathematic skills.
- Demonstrated commitment to high professional ethical standards in a diverse workplace.
- Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw conclusions.
- Ability to prepare business letters, proposals, summaries and reports using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to continuously sit, stand or walk in an office environment.
- Ability to bend and lift up to 10 pounds.

- Average/ordinary visual acuity necessary to prepare or inspect documents or products and operate a computer.
- Able to hear average or normal conversations and receive ordinary information.

PREFERRED QUALIFICATIONS

Education

- Some college or bachelor's degree in business-related field.

Experience

- Prior experience in risk management, compliance, UCC, public record, finance or legal industry.

WORKING CONDITIONS

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

May require occasional travel out of town by airplane or car to other cities for training, no more than 4 times a year.

First Corporate Solutions is an EOE and offers a competitive benefits package. Salary is DOE. To be considered for this position please submit your resume and cover letter summarizing your experience to careers@ficoso.com. Thank you for your interest!

RECEIPT AND ACKNOWLEDGEMENT

I acknowledge and understand that:

- Receipt of the job description does not imply nor create a promise of employment, employment contract of any kind, or violate at-will employment.
- The job description provides a general summary of the position in which I am employed. The contents of this job description are job requirements, and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation.
- I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of First Corporate Solutions, Inc.

I have read and understand this job description.

Print Employee Name: _____

Employee Signature: _____

Date: _____