

Document Retrieval Research Specialist

Individual is responsible for searching online for documentation requested by the client... Other duties as assigned by manager.

<i>Job Title:</i>	<i>Document Retrieval Specialist</i>
Position Reports To:	Research Manager
Salary:	Hourly Rate/Paid Bi-Weekly
Position Status:	Full-Time

Position Overview

The Document Retrieval Research Clerk is an individual that would be responsible for searching county records to locate requested documentation (recorded mortgages, recorded deed of trusts, recorded assignments, recorded releases, title reports, etc.). Inputting the recording information in to the system, saving requested documentation and client report to be sent to the clients.

Requirements

- Must be able to type at least 36 WPM with zero errors.
 - An ideal typing speed would be 50 to 80+ WPM with minimal errors.
- Must be proficient in 10-Key.
 - An ideal 10 key speed would be 7,000 to 10,000+ KPH with minimal errors.
- Must be proficient in Microsoft Office.
- Must be able to sit while viewing multiple computer screens for extended periods of time.
- Great attention to detail.
- Great listening skills.
- Excellent verbal and written communication skills.
- Knowledge of searching and finding information on the World Wide Web.
- Well-developed searching skills.
- Ability to prioritize, multi-task, and work.
- Ability to meet deadlines in a fast paced environment.
- Maintain confidentiality of our clients' records.
- Reliable transportation to be on time to work.
- High School Degree or GED.
- Must be able to pass a criminal background check and drug test.

Responsibilities

- Analyzing documentation to collect and enter required information (note dates, borrowers, county) from Mortgages or Deed of Trusts to input into prepared excel file.
- Searching county recorders web systems to locate documentation requested by clients.
- Saving requested documentation to entering the recording information, chain of assignments and/or release information in to our system.
- Preparing client report to be saved and uploaded to client portal or sent directly to the client(s) at their request.
- Contacting abstractors for status of requested documentation for certain counties via telephone.
- Contacting certain counties via telephone to obtain recording information on mortgages/deed of trusts, assignments and releases.
- Requesting certified copies of requested documentation for the clients from county recorders offices.
- Perform additional duties as assigned by your manager.
- Comply with all company policies, procedures, and regulations.