**Court Researcher Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Court Researcher to lead the coordination, facilitation, and recording of the activities of the board and its committees, and maintain corporate governance documents and related systems.

#### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Perform research outside of the office and typically at the courthouse.
* Conduct in-person research using public record information for the assigned region to determine if the subject has either a clear record or has criminal cases to provide to the client.
* Enter results into the WSS systems, either as clear (no information found) or the information found in the courts predominantly used index as specified per the client’s instructions.
* Perform additional administrative research duties as assigned.
* Meet quality and productivity standards as established by the General Manager.
* Ability to maintain a 24 to 48-hour turnaround time.
* Ability to complete all daily assigned work for a scheduled day.
* Must provide updates to the supervisor regarding delays.
* Must provide updates to the supervisor regarding courthouse structure updates.
* Ability to maintain an error rate of 0.020% or lower per month.

### About you

* Proficiency in Microsoft Office Suite applications.
* Proficiency in the use of the Internet and Web browsing.
* Proficiency in the use of internal WSS operating systems.
* Detail-oriented, with good written and oral communication skills.
* Must have an understanding of professional office etiquette exemplifying professionalism at all times.
* Ability to maintain a high quality of work.
* Must be able to type 35 wpm.
* Reliability – Must be at work on time, and work the schedule assigned by their manager.
* Trustworthy - Ability to handle confidential information and able to work with minimal supervision.
* Must be a team player and have good interpersonal relation skills.
* Ability to drive 100% of the time within counties in the assigned region.
* A clean driving record and valid Driver’s license are required.
* Ability to work flexible work hours or shifts (days/evenings/weekends) if required.

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]