**Notary Public 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 Notary Public to witness and authenticate signatures for documents, and administer oaths.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Review and endorse, when appropriate, documents/affidavits requiring execution by a
* Notary Public on behalf of the company.
* Confirm all documents/affidavits/pleadings have been executed and notarized properly based on state guidelines.
* Maintain an electronic notary journal of all official acts.
* Administer oaths during telephonic hearings or trials as required.
* Maintain knowledge of current department policies and procedures and apply as necessary in appropriate circumstances.
* Update the department manager about any recent changes.
* Responsible for ensuring compliance with applicable laws, regulations, and company policies across areas of organizational responsibility

### About you

* [insert number] years’ experience in the office setting.
* Excellent communication skills are a must.
* Organizational skills a must.
* Working knowledge of MS Excel.
* Working knowledge of MS Word.
* Ability to handle multiple tasks.
* Ability to prioritize when necessary.

### 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]