

Criminal Background Specialist

Job Title: Criminal Background Specialist
Department: Operations
Supervisor: Director of Operations

Criminal Background Specialists at AccuSource are responsible for locating and reporting candidate criminal record information. They are responsible for expediting the background screening process by securing the most up-to-date and legally reportable information. Successful candidates are meticulous, analytical and solution-driven. They also enjoy working with other team members to ensure both client and organizational objectives are met.

Key Responsibilities

- Process employment screening searches and reports
- Work within guidelines to provide minimal turnaround time and high-quality results for screening requests
- Search and retrieve information from responses, court records and other documents
- Ensure all searches are performed correctly and all hits are entered/reported in accordance with federal and state laws.

Qualifications/Requirements

- Excellent written and verbal communication skills; able to write clearly and informatively utilizing impeccable spelling and grammar
- Must be comfortable communicating via email/phone.
- Ability to type 45+ WPM with accuracy and ease
- Ability to produce work of the highest quality
- Intermediate knowledge of MS Word, MS Outlook, and Excel
- *Knowledge of background screening, pre-employment screenings, and/or court terminology is preferred.*