



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

Key Responsibilities

- Responsible for processing searches and reports related to background screening applications.
- Accountable for working within guidelines to provide minimal turnaround and high quality results on background requests.
- Searches and retrieval of information from responses, court records, and other documents.
- Ensure all searches are done correctly and all hits are entered / reported based to federal and state laws.

Qualifications/Requirements

- Excellent written and verbal communication skills: Able to write clearly and informatively. Impeccable spelling and grammar; must be comfortable communicating via email/phone.
- Ability to type 45 + wpm with strong accuracy.
- Ability to produce work of the highest quality level.
- Intermediate knowledge of MS Word, MS Outlook, and Excel.
- Knowledge of background checks, pre-employment screenings, and/or court terminology is preferred.

Benefits:

- Work with a great team of likeminded thinkers who are driven to deliver for our customers
- Medical and dental
- 401(k) Plan
- Paid holidays and paid time off (PTO)