



**Job Title:** Criminal Background Specialist  
**Department:** Operations  
**Supervisor:** Operations Manager  
**Location:** Remote Position

**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.
- Minimum of 1- year experience in processing background checks, pre-employment screenings, and/or court terminology is required.
- Previous experience working in a remote environment

**Benefits:**

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