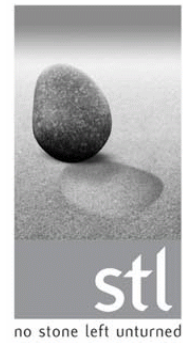


Position: Local Authority Search Clerk  
 Line Manager: Local Search Manager  
 Hours: Variable from Part Time e.g. 20 hours per week to Full Time e.g. 37.5 hours per week  
 Holidays: 22 days, increasing to 23 days on 1 Jan after one year's Service on a 'Zero Hours Contract'  
 Salary: £TBA



Company Background	STL Group is one of the top providers of property searches in England & Wales with over 30 years experience in the legal services industry.
Purpose of the Job	To attend relevant departments at the Local Authority council offices, to obtain information on specific residential and commercial properties in order to provide Personal Local Authority Searches to clients.
Key roles and responsibilities	<ul style="list-style-type: none"> <li>• Understand the content of the Local Authority Search and to hold a working knowledge of the Conveyancing process and HIPs.</li> <li>• Understand the working practices and data availability of the Local Authorities you attend on a regular basis.</li> <li>• Follow and adhere to the itinerary set by the Scheduling Departments, attending Local Authorities punctually.</li> </ul>
Qualities required	<ul style="list-style-type: none"> <li>• Have extremely high regard and responsibility for the accuracy of the work you produce.</li> <li>• Be reliable, arriving at appointments at the given time.</li> <li>• Be adaptable and resourceful in obtaining the information required.</li> <li>• Meticulous attention to detail.</li> <li>• A good geographical knowledge.</li> </ul>
Type of person	Able to work independently and remotely, yet contribute as part of a team to a successful delivery of our service. Is resourceful, meticulous and of an enquiring mind, prepared to go the extra mile to succeed in the role.
Packages used	Excel Word Internet Outlook