



Position: Lien Processor

This is not a remote position.

Due to our continuing increase in business, we are recruiting for additional processors.

Do you have strong computer skills, like to do online research and want to work in a professional office environment?

WHAT SETS US APART?

As the nation's most experienced Municipal Lien Search and HOA Estoppel Letter provider, we don't just list our core values of Reliability, Accountability, Professionalism, Dedication and conducting all business with Good Character on our wall, we live those values every day. If you hold yourself and others to a higher standard and are looking for an opportunity to help people achieve the American dream of home ownership while working in a friendly environment and maintaining a work-life balance, then Property Debt Research may be the place for you.

Duties include:

- Verifies property information provided by our clients and prepares the file for processing.
 - Researches and gathers additional information: taxes, utilities, Municipal liens, code violations, permits, etc.
 - Properly and accurately lists addresses and folio formats.
 - Ensures all follow-up items are completed in a timely manner throughout the process.
 - Responds promptly to all client and interdepartmental requests.
 - Proactively works call back reports daily, with special attention to handling overdue reports.
 - Prints and retains all responses from municipalities timely, ensuring files are organized in an ongoing manner.
 - Monitors and replies to emails and voicemails in a timely manner.
 - Assists in other lien preparation functions as needed.
- A minimum requirement of 20 orders per day on average must be processed while maintaining less than 10% error rate (at 90 days of employment)

**Very strong typing/computer and research skills are required (MS Office, Outlook etc.).

Company benefits include: Dental, vision and COMPANY PAID medical insurance. Short-Term Disability and Voluntary Life Insurance also available.

Hours are: Monday thru Friday 8:30am-5:00pm

Property Debt Research is an Equal Opportunity Employer and promotes a Drug Free Workplace.

Job Type: Full-time

Salary: \$14.00 /hour