



*Full Service Pre-Employment
Screening, Testing & Verification*

Fort Washington, PA

Client Services Researcher (Full-Time or Part-Time)

The Client Services Researcher is responsible for obtaining information necessary to complete client reports, such as criminal records research, credit reports, education and employment verifications and driving records. This position requires daily visits to area court houses, including New Jersey and Delaware to research and obtain criminal records.

General Qualifications

1. Extremely detail oriented with high energy level.
2. Basic knowledge of criminal records retrieval from municipal courts.
3. High tolerance for working with the general public and maintaining relationships
4. Above average people skills.
5. Knowledge of basic business terminology and office procedures.
6. General knowledge of computers, word processing and Microsoft Office applications.
7. Enjoy working in a team environment.
8. Knowledge of proper phone etiquette.