



**WHEATLAND**  
TITLE COMPANY  
FAMILY OF COMPANIES

## **Field Researcher Job Description**

**Position:** Field Researcher

**Job Type:** Full-time

**Reports To:** Department Manager

**Hours:** Monday – Friday, 8:30 AM to 5:00 PM

**Location:** In office role/travel – Greater Carbondale; Marion City

**Salary Expectations:** \$40,000

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For over 40 years, Wheatland Title has been providing title insurance and related services throughout all 102 counties in the State of Illinois. As a full-service title insurance company, we provide our clients with a wide range of title-related services, including land records research, escrow services and recording services. The Wheatland Family of Companies include American Title Company, Crites Title Company, Livingston County Abstract, and Standard Title Company.

### **Why Join Us? Because We Care!**

We offer competitive compensation packages and opportunities for career growth within our organization. We take great pride in the professional development of our employees by offering training and educational opportunities to support individual success and give a strong platform for professional growth. We support and promote our employees' involvement in industry trade organizations, local chamber of commerce, and with our local communities. If you are a dedicated professional with a passion for real estate and title examination, we would love to hear from you. We are passionate about our work, and we are passionate about empowering our people to reach their full potential.

### **Position Summary:**

If you enjoy history and research, this is a great career opportunity. Field Researchers, sometimes referred to as Title Searchers, are responsible for researching land records and data which can be found in the county records systems. Every parcel of real estate has a history, and often that history can be a puzzle, so you will be part of a team piecing together that puzzle. You will prepare research notes and reports that are essential to every real estate transaction. Our team of professionals will train you on how to efficiently use all research platforms, from online research to historical books and maps. We will also teach you how to interpret land maps, plats and legal descriptions.

### **Key Responsibilities:**

- Prepares property research

- Search, analyze, and evaluate public records relating to titles of homes, land, and buildings using public records and 3rd party software systems
- Examine deeds, deeds of trust, liens, judgments, easements, and plats/maps to determine ownership, encumbrances, and to verify legal descriptions of property
- Reviews legal descriptions
- Search records to determine real estate tax information (tax amounts, delinquencies, etc.)
- Some local travel

**Skills & Qualifications:**

- High School Diploma
- Excellent communication and customer service skills.
- Excellent interpersonal and problem-solving skills.
- Excellent organizational skills, strong attention to detail and ability to manage multiple tasks in a fast-paced environment
- Professionalism, maturity, strict discretion, and strong data-protection practices are essential due to the confidential nature of this role.
- Team player: works effectively with others
- Technology: uses information technology and related applications to convey and retrieve information; demonstrates strong computer/typing skills including use of Microsoft Office
- Flexibility: ability to adapt to change of plans and workload

**Physical Requirements:**

- Requires repetitive use of a keyboard, sitting, squatting, and may require lifting of public record books
- Requires use of one's personal vehicle for transportation during the workday

**Benefits:**

- Health Insurance
- Dental Insurance
- Vision insurance
- Paid Time-off
- Life Insurance
- 401(k)
- HRA/FSA