

Job Type: Investigative Research
Company: NFC Global, LLC
Location: Horsham, PA
Status: Full Time Employee
Salary: \$14.00 - \$17.00 per hour, (*depending on experience*).
Benefits: NFC Global, LLC offers a comprehensive benefits package including, but not limited to Health, Vision and Dental Insurance, Life Insurance, Disability Coverage, Paid Vacation Program, Company Paid Holidays and a 401(k) Plan.

Position Overview: This position includes conducting research associated with the acquisition of real property investments. This is a full time position; Monday through Friday, 8:30 a.m. through 5:00 p.m.

Desired Skills:

- Ability to organize, develop and maintain files.
- Ability to review incoming mail and direct it for further processing.
- Clerical aptitude.
- Proficient computer skills.
- Must be detail oriented.
- Ability to interact with the public, office personnel, county and state clerks/officers.
- Ability to draft business correspondence, requests for information and associated documents.
- Ability to analyze and tract ownership of a parcel of land.
- Ability to conduct basic public record research utilizing county, state and subscription/proprietary databases, as well as the Internet.
- Ability to identify documents of a legal nature relating to real property and Limited Partnerships/Corporations.
- Ability to learn and understand pertinent federal, state and local laws, codes, rule and regulations, policies and procedures.

Desired Experience:

- Working knowledge of real estate public records and filing procedures.
- Working knowledge of procedures associated with filing, retrieving and analyzing public records; (specifically property records, deeds, mortgages, agreements, certificates, corporate filings, and the like).
- Working knowledge of legal terminology; property record terminology and descriptions.

Previous experience handling public records in the capacity of a County, State or Municipal Recording Clerk; Title Abstractor/Researcher; County or State Counter Clerk; Paralegal, Legal Secretary, Legal Assistant, Archivist Clerk would be considered a plus.

Contact: Please forward Resumes to:

Kerry L. Seidel
Assistant Vice President
Sr. Litigation Analyst
NFC Global, LLC
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Company Overview: NFC Global, LLC provides international due diligence, investigations, risk consulting, and compliance services to financial institutions, law firms, corporations, and governments in the United States and internationally. NFC engages in developing, identifying, confirming, or disputing information about individuals, companies, and/or their principals. NFC Global's services also include international CIP compliance, consulting services, gaming services, legal support services, environmental services, insurance services, intellectual property protection, and Foreign Corrupt Practices Act services. In addition, NFC offers due diligence investigations of buyers and sellers, merger and acquisition targets, new and existing customers, potential business partners, potentially responsible parties, and other litigation participants, as well as vendors, suppliers, and contractors. It has strategic alliances with Spectrum Gaming Group and LexisNexis. NFC Global, LLC was founded in 1982 and is based in Horsham, Pennsylvania.

NFC Global, LLC is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.