

## Role Profile

<b>Role Title</b>	<b>Local Authority Search Clerk</b>
<b>Grade</b>	Specialist
<b>Location</b>	Home based (various locations England or Wales)
<b>Reports to</b>	Lead Search Clerk
<b>Budget Responsibility</b>	N/A
<b>Reporting Lines</b>	N/A

<b>Company Background</b>	<p>STL is one of the largest legal information providers in England and Wales, specialising in residential and commercial property searches. We also offer company searches, an anti-money laundering solution and indemnity policies.</p> <p>For over 40 years we've supported a wide range of professionals - solicitors, licensed conveyancers, estate agents, mortgage lenders and local authorities - with information that is accurate and compliant. We are at the forefront of search technology and our online ordering system is user-friendly and ultra-reliable.</p> <p>We are now part of the Infotrack group, Australia's market-leading and fastest growing legal information provider.</p>
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<b>Role Purpose</b>	To obtain data required for both Regulated Local Authority and Regulated Drainage Searches, by either visiting the appropriate Local Authority/Water Company Offices or researching online databases.
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<b>Key Activities</b>	<ul style="list-style-type: none"> <li>Attend relevant departments at Local Authority Council offices, to extract data used to provide Regulated Local Authority Searches. May also be required on occasion to attend Water Company offices, to extract data used to provide Regulated Drainage and Water Searches</li> <li>Follow and adhere to the itinerary as set in the online Search Clerk Portal, attending Local Authorities/Water Companies punctually.</li> <li>Remain fully aware, at all times, of the working practices and data availability at all Local Authorities/Water Companies attended on a regular basis.</li> <li>Ensuring central records (Local Authority Guides) always contain details of the current data extraction process. Make recommendations for changes as required.</li> </ul>
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<p><b>Knowledge, Skills and Experience.</b></p>	<ul style="list-style-type: none"> <li>• Comprehensive understanding of the content of a Local Authority Search (Full training will be provided if necessary).</li> <li>• Working knowledge of the conveyancing process.</li> <li>• Good level of numeracy and literacy</li> <li>• IT skills – Good working knowledge - Word, Internet, Outlook. Basic knowledge - Excel</li> <li>• Good geographical knowledge</li> <li>• Must have a full UK driving licence</li> </ul>
<p><b>Person Specification</b></p>	<ul style="list-style-type: none"> <li>• Extremely accurate</li> <li>• Meticulous attention to detail</li> <li>• Highly organised and methodical</li> <li>• Adaptable and resourceful</li> <li>• Self – sufficient and proactive</li> </ul>
<p><b>Last Updated</b></p>	<p>May 2016</p>

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