

Criminal Records Research Specialist

We are currently searching for a Criminal Records Research Specialist to work onsite at our headquarters location. Successful candidates will have a strong commitment to quality. The ability to work in a fast paced environment with strong attention to detail is essential. You will be fully engaged and busy from the first day and we guarantee you will be working with a company whose doing something that makes a difference.

This job is perfect for the person with an investigators mind and the ability to operate at a fast pace. You will be helping our clients by conducting criminal background checks on their applicants. It's safe to say, your helping our clients protect what matters most to them. You'll be helping hospitals, schools, volunteer organizations, companies and many others by giving them accurate information about the people they hire.

It's fast paced because every second counts, there is a potential employee trying to get a job and an eager employer willing to hire them. They both need your help to complete the background check quickly.

Responsibilities & Requirements

- Order, research and review criminal records
- Make hundreds of critical decisions a day
- Apply government laws and restrictions in determining what's reportable by law

Qualifications

- Ability to operate in a fast paced environment with superb accuracy
- An investigative mindset
- Strong sense of urgency
- Computer Savvy

Who we are:

Since 1995, **BIB** has consistently offered comprehensive employment screening management solutions. BIB is a nationally recognized full-service employment screening provider with a reputation that includes speed of delivery, accuracy of information, and outstanding customer service. We offer organizations an expansive suite of employment screening products and services that include Identity Validation, Criminal History, Substance Abuse Testing and Physical Exam Management, Credit and Driving Information, Education, Employment and Credential Verifications, International Capability, I-9 and E-Verify, and Program Automation Consulting and Development. Learn more at www.bib.com.

We are proud to offer:

- Competitive salary
- Medical and dental insurance
- 401K
- 3 weeks paid vacation
- Casual dress and great company culture
- Friendly, supportive work environment