

## **Local Authority Search Agent**

### **Job Description**

To visit Local Authorities and other agencies to obtain information held on public registers in respect of properties the subject of a conveyance.

Departments visited would include:

Land Charges  
Planning  
Highways  
Environmental Health  
Drainage

The work is on an 'as required' basis. Instructions to carry out personal searches come from our solicitor clients. Instructions received from our clients are allocate to search agents as far in advance as possible but this may be at quite short notice. The agent is free to decline work and there is no obligation on the part of the company to offer a searcher work.

Working day means at least 9.00am until 5.30pm. It is not possible to make any guarantees as to number of days required or named days.

Results are returned via a program which must be installed on a company supplied tablet or on the agent's own PC or laptop.

Essential requirements are:

Good IT skills  
Eye for detail  
Good time management  
Own car  
Internet connection preferably with wifi

Searchers are paid for each day they work at a commencement salary to be discussed and this is inclusive of holiday pay. Where a searcher works only half a day but has completed all the searches required the full day rate will still apply.

Care is taken to ask searchers to visit authorities within their local region. Searches are however carried out at all authorities in England and searchers may be requested to travel outside their region to meet client deadlines.

Mileage is paid at Inland Revenue tax free fixed car rates. All expenses incurred such as parking, public transport, council disbursements are paid by the company.