



Position Title: Research Analyst

Position Summary: The Research Analyst is responsible for identifying and locating the rightful owners of unclaimed financial assets. They will analyze all necessary vital (private and public) documents in order to determine the proper ownership and distribution of assets.

Position Responsibilities:

- Perform research to find required case information by using a variety of unique and proprietary search methods.
- Order and analyze necessary vital documents and records (e.g., Probate documents).
- Conduct timely follow-up activities related to case research, including outbound phone calls, correspondence, etc.
- Timely and accurate completion of assigned cases
- Coordinate with department supervisor and other internal teams in order to prioritize and facilitate workflow.
- Develop and implement research strategies.

Position Qualifications:

- Highly organized and detail-oriented.
- Experience in using computer based research databases and processes
- Ability to analyze complex data.
- Strong verbal and written communication skills.
- High energy level; ability to maintain work effort at an above-average pace.
- Superior computer skills
- Must work well in a fluid, team-oriented environment. Able to manage multiple priorities that are time-sensitive and adjust to individual needs of internal/external customers.
- Understanding of trust/estate laws.

Position Experience: Minimum of 3 years prior research work experience understanding trust and estate laws. Paralegal experience a plus.

To Apply please send your resume to: hr@equisearchinc.com
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