NOTARY

Job Description:

A **Notary** is an official who serves as an impartial witness to those signing documents. They perform a range of duties, including witnessing signatures, identifying fraud, and administering oaths. They verify the identity of the individuals signing the documents and check to make sure they're signing without any pressure or intimidation. They are impartial and their work helps to prevent fraud. To become a notary, you may need to pass an exam and pay an application fee. The exact requirements vary by state.

Job Responsibilities:

* Witnessing legally binding signatures on documents
* Affirming the state of mind of all signees
* Identifying fraud or coercion
* Completing the notarial certificate on all documents
* Verifying the identification of contract participants
* Being present when documents are signed, which may include traveling
* Administering oaths
* Handling affidavits, contracts, loan documents, marriage certificates, and other legal documents
* Bearing witness to items within a safe deposit box or the equivalent
* Maintaining a notary journal
* Scheduling related appointments
* Document encounters in appropriate detail

Job Qualifications:

* High School Diploma
* Associates in administration or related field preferred
* Notary certification
* Experience as a notary

Opportunities as a notary or are available for applicants without experience in which more than one a notary is needed in an area such that an experienced a notary will be present to mentor.

Job Skills Required:

* Knowledge of notary procedures
* Attention to detail
* Excellent written and verbal communication skills
* Outstanding communication and interpersonal skills
* Proficiency with computers and Microsoft Office
* Ability to provide detailed documentation