

The Oklahoma Abstractors Board is now taking applications for the position of "Field Inspector". This is a full time position in State Government and will be eligible for a generous total benefits package. Minimum Qualifications: above average pc hardware and software skills – familiarity with Microsoft Word, Excel, Outlook and Access; strong verbal and written communications skills, detail-oriented, highly organized; strong organizational and time management skills; ability to work alone in the field, as well as an office environment. This position requires extensive travel which may include overnight stays.

Duties will include conducting complete abstract plant inspections and compliance reviews; complaint investigations and follow-ups; maintaining contact with abstract companies and answering questions concerning regulatory compliance, new statutes, rules, bulletins, or policies affecting abstractors.

Applicant must have a minimum of three (3) to five (5) years prior experience with an abstracting company or related business. Interested applicants should submit a cover letter, resume and salary requirements to:

Executive Director
Oklahoma Abstractors Board
P.O. Box 700076
Oklahoma City, OK 73107-0076