

MODERN

abstract and title

Job Description

DATA SPECIALIST:

JOB SUMMARY

Essential responsibilities of the Data Specialist are organizing and archiving documents, digitizing documents, assessing scanning quality, making sure documents are legible, cataloging files, sighting in pertinent documents & data, and helping to retrieve documents or re-scans.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- MUST be dependable
- Type Information from case files with 95% accuracy
- Typing skills 50-55 wpm (Alphanumeric)
- Good computer skills
- Great attention to detail
- Page recognition and ability to extract pertinent information
- Ability to meet strict deadlines and quota's
- Ability to use double monitors
- Good memory
- Ability to work independently and without supervision
- Ability to work Remotely

ROLE SPECIFIC KNOWLEDGE:

- Basic customer service skills
- Operating Scanning and imaging equipment.
- Basic knowledge of County indexing codes.
- Basic knowledge Legal instruments and recording forms.
- Basic knowledge Research procedures and data sources.
- Preparing documents for scanning or imaging
- Edit and inspect scanned images to ensure they have been properly captured
- Verify and maintain integrity of document quality
- Retrieving documents from indexes and various databases.
- Maintaining neat and well-organized records.
- Operating a variety of modern office equipment, including a computer and data entry packages.
- Strong verbal and written communication skills.
- Work quickly and accurately with numbers.
- Perform accurate detailed work with permanent records.
- Operate a 10-key calculator "by touch".
- Other job duties as assigned

REQUIREMENTS:

- Must clear background checks
- Must be 18 years of age or older
- Must be able to provide proof of eligibility to work in the U.S.
- Ability to pass Oklahoma Abstractors Exam
- Min typing speed of 50+ WPM
- Proficient with MSO suite
- Ability to Travel during workday

BENEFITS:

- Medical, Vision and Dental Insurance
- Voluntary term life
- 401-K
- Paid sick days and vacation days
- Paid holidays
- Mileage when travel required

HOURS: 40 hours per week

PAY RATE: \$9-12 per hour based on experience. *(Bonus potential based on productivity)*

PAY PERIOD: Bi-Weekly

BENEFITS: Medical, Dental and Vision benefits available after 60 days. 401(k) after 12 months.
Mileage reimbursement, when travel required.

LOCATION: Remote work, with periodic office attendance or travel required.

ATTIRE: Remote Work= Casual Office or Travel work= Business Attire

Job Type: Full-time

Pay: \$12.00 - \$15.00 per hour