

# MODERN

## abstract and title

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### **Job Description**

#### **INDEXER/DATA ENTRY CLERK:**

#### **JOB SUMMARY**

Essential responsibilities of an indexer/data entry clerk are assessing scanning quality, making sure documents are legible, cataloging files, indexing pertinent documents & data, and aiding in correcting document re-key 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
- County indexing codes.
- Legal instruments and recording forms.
- 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.
- Analyzing legal documents.
- Maintaining neat and well-organized records.
- Operating a variety of modern office equipment, including a computer and data entry packages.
- Both 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

**HOURS:** Min 25hrs per week

**PAY RATE:** Per instrument key rate **\$0.30**. Resulting in AVG rate \$15+ per hour. \* Accuracy required.\*

**PAY PERIOD:** Bi-Weekly

**LOCATION:** Remote work, with periodic office attendance required.

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

Job Type: Contract

Pay: \$9.00 - \$12.00 per hour