

MODERN

abstract and title

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.
- Other job duties as assigned

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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.
- Min typing speed of 50+ WPM
- Proficient with MSO suite
- Ability to Travel during workday

EDUCATION, LICENSURE, AND EXPERIENCE:

- Completion of a High School diploma or GED required.
- Successfully pass Oklahoma Abstractors Exam after employment

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: \$10-15 per hour based on experience.

PAY PERIOD: Bi-Weekly

LOCATION: Office attendance required. Remote work could be required.

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

Equal Employment and Nondiscrimination

At Modern, our commitment to diversity and inclusion is helping us to create not only a great place to work, but also an environment where our employees, our customers and our communities can reach their goals and connect with each other. Stewart takes affirmative action to ensure that applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry