

## **DATA ENTRY OPERATOR JOB DESCRIPTION**

**Reports To:** President  
**Classification:** Non-Exempt

**Summary/Objective.** The data entry operator is responsible for performing data entry work using a personal computer and appropriate software; entering, updating, researching, verifying and/or retrieving data into/from various systems; and ensuring the accuracy and confidentiality of information recorded.

**Essential Functions.** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Enters, updates and verifies data into various systems for use by all personnel.
- Searches deed records using various county software and websites.
- Searches judgment records using various county software and websites.
- Checks for bankruptcies and Patriot Act blacklist websites on property owners.
- Obtains copies of deeds and judgments using online services and working with Courier to get unavailable copies from courthouse/title plant.
- Responds to random client requests (e.g., sending copies of deeds)
- Reviews and verifies data entered into database to ensure accuracy.
- Tracks documents received and completion dates.
- Assists and trains employees and new data entry operators on software programs.
- Provides assistance to technical staff to resolve computer and software problems.
- Runs and distributes reports.
- Creates back up files for all data.
- Complies with all regulatory requirements.
- Understands, follows and stays current on all policies and procedures in the Employee Handbook.
- Follows instructions and responds to management direction.
- Identifies and communicates areas of improvement regarding operations to management.
- Performs other tasks, duties, or projects as assigned by management.
- Performs all essential functions by being physically present at the worksite on a full-time basis.

### **Competencies**

- Basic proficiency with Microsoft Office (Word, Excel, PowerPoint and Outlook).
- Ability to comprehend and write instructions, correspondence and memos with proper punctuation, spelling and grammar.
- Excellent verbal and interpersonal skills.
- Ability to deliver superior customer service.

- Highly organized with strong attention to detail.
- Ability to multi-task.
- Ability to consistently meet deadlines, demonstrate strong follow-through and to follow all regulatory and company procedures.
- Ability to type at least 45 words per minute.

**Supervisory Responsibility.** This position has no supervisory responsibilities.

**Work Environment.** This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Demands.** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This is largely a sedentary role; however, regularly lifting and moving heavy files and some filing is required. This would require the ability to lift files weighing up to forty pounds, open filing cabinets and bend or stand on a stool as necessary.

**Position Type and Expected Hours of Work.** This is a full-time, 40 hour per week, position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m., with a one-hour unpaid lunch. Occasional evening and weekend work may be required as job duties demand.

**Travel.** Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

**Required Education and Experience:**

- High School Diploma or 2 years related experience
- Alpha and numeric data entry skills.
- Microsoft Office skills.

**Preferred Education and Experience:**

- Associates Degree or 3 years related experience
- Familiarity with the Abstract industry.

**Other Duties.** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Equal Employment Opportunity Statement:**

- AllFirst, LLC & Affiliates and its subsidiaries are committed to providing equal employment opportunity and will make employment decisions without regard to race,

color, religion, national origin, citizenship, age, sex, gender, veteran status, marital status, disability or any other characteristic protected under applicable laws and regulations.

**Other Duties.** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**EMPLOYEE REVIEW AND ACKNOWLEDGMENT:** I acknowledge that I have read this Job Description, and I understand what is expected of me. The Company reserves the right to change or reassign job duties or to combine positions at any time. **I also understand that I am an at-will employee, and this Job Description does not constitute a contract of employment.**

Employee Name (printed): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_