

Data Entry Clerk

Individual is responsible for the reviewing, analyzing and entering of information from mortgages and deed of trusts from our client's collateral files. Other duties as assigned by manager.

Job Title:	Data Entry Clerk
Position Reports To:	Doc Prep Manager
Salary:	Hourly Rate/Paid Bi-Weekly
Position Status:	Full-Time

Position Overview

The Data Entry Clerk is an individual that would be responsible for analyzing and reviewing clients' files, entering loan information from the mortgage or deed of trust into our unique system, and printing and preparing assignments and/or releases to be executed and sent to counties for recording.

Requirements

- Must be able to type at least 36 WPM with zero errors.
 - An ideal typing speed would be 50 to 80+ WPM with minimal errors.
- Must be proficient in 10-Key.
 - An ideal 10 key speed would be 7,000 to 10,000+ KPH with minimal errors.
- Must be proficient in Microsoft Office.
- Must be able to sit while viewing multiple computer screens for extended periods of time.
- Great attention to detail.
- Ability to prioritize, multi-task, and work independently and on a team.
- Ability to meet deadlines in a fast paced environment.
- Excellent verbal and written communication skills.
- Maintain confidentiality of our clients' records.
- Reliable transportation to be on time to work.
- High School Degree or GED.
- Must be able to pass a criminal background check and drug test.

Responsibilities

- Reviewing client's collateral files of imaged documents to validate the chain of assignments and/or endorsements/allonges.
- Inputting loan information for the purposes of document creation.
- (Organizing and) Prepping of documentation to be sent to record at the counties.
- Scanning of executed and recorded documentation.
- Participate in special projects as they are assigned by your manager.
- Perform additional duties as assigned by your manager.
- Comply with all company policies, procedures, and regulations.