



## DATA ENTRY CLERK

### **Amenities:**

The County of Northumberland offers a full benefits package to employees including health insurance, prescription, vision, dental, vacation, holiday, sick, personal time, and retirement.

### **Position Summary:**

The data entry clerk is responsible for entering real estate recordings into the Landex computer system. Also, must possess the ability to recognize errors and inconsistencies in documents presented for recording. Document recordings are presented by Attorneys, Title Searchers as well as the public. The data entry clerk will also be responsible for assisting customers, helping them with different kinds of requests including making copies of deeds, marriage licenses and other recorded documents. Accuracy, patience and good people skills are required. Must be accurate with handling of money and the ability to balance a cash drawer. Good telephone manners are a must. The data entry clerk will also be required to process marriage license applications, when necessary, which involves meeting with the couple in person.

### **Job Requirements/Skills & Abilities:**

- Some knowledge of Equipment used in entering data.
- Ability to read and record information through data entry devices rapidly and accurately.
- Ability to apply correct instructions and procedures to different types of material.
- Ability to recognize errors and inconsistencies in material to be punched.
- Ability to follow oral and written directions.
- Ability to establish and maintain working relationships with coworkers, and to follow established office routines.
- Good physical condition is required as there is some lifting of heavy books.

**Minimum Training & Experience:**

- High school diploma is required along with office experience. Real estate knowledge is a plus but not required.

**Employment Category:**

- Full Time
- Non-Exempt

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to successfully do the job.

