

# CAREERS



**JOB TITLE:**  
Data Entry Coordinator

**FLSA:**  
Non-Exempt

**DEPARTMENT:**  
Client Services

**REPORTS TO:**  
Manger of Client Services

## **SUMMARY:**

Under general supervision of the Client Services Manager, the Data Entry Coordinator oversees all data entry projects. In addition, the Data Entry Coordinator is responsible for training team members on all data entry process; including but not limited to the following: requests, research, data entry, correspondence, downloading electronic documents, as well as, updating information in our Case Management system accurately and in a timely manner. The Data Entry Coordinator will use their organizational skills, attention to detail and Case Management system knowledge to ensure all client and case related documentation is quickly available to the legal team to aid in their decision-making process.

## **MINIMUM REQUIREMENTS:**

- College degree preferred
- Minimum of Four (4) years of progressive work experience in a law firm or comparable field preferred
- Strong communication/interpersonal skills, with ability to follow-up without direction
- Attention to detail & self-motivated
- Must be deadline-driven, highly organized, and exude a positive professional demeanor with variety of people
- Ability to grasp concepts, perform internet research & overall competence in navigating programs
- Strong working knowledge of MS Word, Outlook, Excel

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

“Essential duties” are primarily job duties that incumbents must be able to perform unassisted or with some reasonable accommodation made by the employer.

- Ensure that information and documents are properly added in our case management system
- Generate various correspondence letters from templates upon request, mail out and document in our Case Management System
- Perform various types of research in Lexis Advance, Westlaw Next, Accurint, PACER and other online resources
- Oversee the processing of all requests
- Maintain weekly data for metrics
- Work on special projects as needed

## **WORKING HOURS:**

Work may require more than 40 hours per week to perform the duties of the position.

## **WORKING CONDITIONS:**

Work is performed in a normal heated or air-conditioned office environment.

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements. This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract. Motley Rice LLC is an Equal Opportunity Employer. We participate in e-verify.*