



# Example of Data Integrity Specialist Job Description

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Our growing company is looking to fill the role of data integrity specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for data integrity specialist

- Distribute files and insert documents to scanning, post closing or record retention for processing as appropriate
  - Process all customer master inbound requests for new and existing customers
  - Mass publish/rejection validation of Auto and Manual PMRs in PROS
  - Support management in the coordination and delivery of user acceptance testing
  - Work closely with compliance management and IT to actively deliver a robust data integrity function
  - Identifying risks and committing to the ongoing development of and improvements to the data integrity of the Control Room systems
  - Investigates and resolves discrepancies, researches and corrects inaccurate or incomplete records
  - Validates and/or corrects insurance updates and escrow disbursement information by reviewing the Billing Edit Report for all daily escrow accounts to ensure entries are accurately, completely, and adhering to department procedures
  - Resolves escrow disbursement discrepancies by researching the loan and making an outbound call to the insurance agency/company to obtain required information
  - Disburses insurance premium payments manually for all FiServ and WebServices clients
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- 3+ years of office administrative experience or equivalent educational knowledge
- Ability to input data into computer systems
- Must be detail oriented and have ability to read and understand complex loan documents to accurately choose the correct loan codes, determine approvals, (Credit Policy Manual)
- Extensive knowledge of Miser software
- Must be able to work with mathematical data percentages, formulas, charts, and statistics to produce meaningful reports
- Ability to prioritize daily work assignments while working in a fast paced environment is required