



<https://www.internshipstoo.online/job/data-entry-specialist-remote/>

Data Entry Specialist, Remote

Description

ABC Legal Services is hiring a remote Data Entry Specialist to support legal-document processing and electronic filing operations. The role focuses on reviewing documents, entering and validating information, filing legal records through online tools, and coordinating with internal teams to resolve processing issues accurately and on time.

Responsibilities

- Review legal documents and related information for completeness and accuracy.
- Enter and update data using internal online platforms and systems.
- Prepare and process electronic legal filings.
- Work with e-Fulfillment and e-Filing teams to resolve document or processing issues.
- Complete repetitive data tasks accurately and consistently.
- Maintain confidentiality when handling legal and client information.

Qualifications

- High school diploma or GED.
- Ability to read, write and speak English.
- Typing speed of approximately 50-60 WPM.
- Basic proficiency with Microsoft Office.
- Exceptional attention to detail.
- Ability to work accurately on repetitive tasks and collaborate with a team.

Experience

Entry-level applicants are considered. The role is listed for approximately 0-2 years of experience.

Skills

Data entry, legal-document processing, e-filing, Microsoft Office, typing, quality control, confidentiality, attention to detail.

Job Benefits

Health, dental and vision insurance; 401(k) with company matching; paid time off; paid company holidays; floating holidays; life and AD&D insurance; long-term disability; flexible spending accounts; employee assistance program; pet insurance.

How To Apply

Apply through the current listing: [ABC Legal Services application](#).

Hiring organization

ABC Legal Services

Employment Type

Full-time

Industry

Legal Services

Job Location

Remote, United States, United States

Remote work possible

Working Hours

Monday-Friday, approximately 8:00 AM-5:00 PM PST.

Base Salary

15.00

Date posted

October 3, 2026