Position Title: County Administrator

Job Type: Part-time (Entry Level, Internship Opportunities Available)

About Hopdox

Hopdox is the leading innovator in eRecording, dedicated to making document recording **simply better** for counties, title companies, banks, and attorneys nationwide. We believe in more than just great technology—we believe in building relationships, creating memorable experiences, and making a positive impact in the local communities we serve.

Job Summary

We are seeking a detail-oriented and motivated **County Administrator** to assist with the configuration and support of county integrations for our eRecording solutions. This entry-level role is ideal for individuals looking to gain experience in technical operations, data management, and project coordination while working in a flexible, part-time capacity. County Administrators play a vital role in ensuring smooth setup and maintenance of systems to support our mission of enhancing efficiency and connectivity in county operations.

This is an excellent opportunity for students or professionals seeking hands-on experience with system configurations, technical workflows, and collaborative problem-solving within a growing company.

At Hopdox, we believe that personal relationships are at the heart of everything we do. In today's fast-paced and often disconnected world, we are passionate about creating technology that enhances lives by providing intelligence and efficiency—so our customers and team members can focus on what truly matters most: fostering meaningful connections. If you share our vision of combining innovative solutions with a people-first approach, Hopdox is the perfect place to grow your career.

Key Responsibilities

System Setup & Configuration:

- Assist counties with initial system setup, including data entry for document types, fee structures, and requirements.

- Perform quality assurance checks to ensure system configurations meet established guidelines.

- Provide troubleshooting support during the setup phase, resolving basic issues or escalating as needed.

Technical Coordination:

- Collaborate with internal teams to ensure smooth communication of system requirements.

- Work closely with county representatives to collect and validate necessary data for integration.

- Support testing and validation processes to ensure accurate functionality of integrated systems.

Documentation & Reporting:

- Maintain detailed records of system configurations, workflows, and troubleshooting steps.

- Assist in developing and updating user guides and training materials for county representatives.

Communication & Relationship Building:

- Act as a point of contact for county representatives, addressing inquiries and providing guidance.

- Foster strong relationships with stakeholders to ensure successful integration outcomes.

Qualifications

Education & Experience:

- Current student or recent graduate in Information Technology, Business Administration, or a related field.

- Prior experience in data entry, customer service, or technical support is a plus.

Technical Skills:

- Basic knowledge of data entry and system configuration.

- Familiarity with Microsoft Office Suite and basic troubleshooting methodologies.

Soft Skills:

- Strong attention to detail and commitment to accuracy.

- Excellent verbal and written communication skills.

- Ability to work collaboratively with teams and independently when required.

Key Competencies

- **Problem-Solving:** Ability to identify and address basic technical issues effectively.

- **Time Management:** Capable of managing multiple tasks while meeting deadlines.

- **Customer Focus:** Dedicated to providing a positive and supportive experience for county representatives.

Work Environment

- Remote work environment with occasional virtual meetings and collaboration.

- Flexible hours to accommodate part-time or internship schedules.

Benefits

- Hands-on experience with system integration and configuration processes.

- Flexible, part-time schedule tailored for students or early-career professionals.

- Opportunities to transition to full-time roles within Hopdox as you grow.

If you're eager to learn, detail-oriented, and excited about contributing to cutting-edge eRecording solutions, we encourage you to apply for this exciting entry-level opportunity!