POSITION TITLE: Data Integrity Analyst and Paragon Support

RESPONSIBILITIES:

Enters new listings and changes for marketing only offices and other offices when needed. This includes responding to emails via listings@wisre.com.

Monitors listing database for data compliance and data integrity
- Adjusts street tags and rural addresses for conformity
- Checks for late solds and missing photos
- Checks for required farm, limited service, and auction docs
- Monitors remarks for New Construction, Manufactured & Auction listing requirements
- Corrects common school choice errors
- Monitors value range properties that are marked with = or -
- Adjusts list price for Auction and value range sold listings
- Deletes listings as appropriate (rentals, manufactured, class dupes) – monthly before the 10th
- Corrects parcel numbers as needed
- Follows up on reports of photo and virtual tour rule infractions
- Monitors WD listings for show dates in the past
- Adjusts Open House 2 dates as appropriate every Monday morning

Receives emails to support@wisre.com and responds or disburses them as appropriate

Serves as secondary Paragon support for incoming calls

Monitors WIREX data loads (including checking for deletes)

Processes photos from Virtual Properties and scwmls.com via bulk uploader daily

Sends out audit letters for contract submission; reviews listing contracts received (currently on hold)

Contacts members about listings that have been in pending longer than usual (monthly)

Enters billing charges for listing input and penalty fees

Prepares monthly active listing reports

Prepares tax mill rate reports annually

Updates school district resource annually

Serves as back up for teaching Paragon Basic

Sets up new office admin staff in Paragon and conducts admin training

Performs other such duties as may be from time to time assigned

RESPONSIBLE TO: MLS Director

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