

Job Title:	Title Clerk	FLSA Classification:	Non-Exempt
Department:	Office	Reports To:	Office Manager

Job Summary:

Ensure the accurate and efficient processing of vehicle deals and titles.

Essential Job Duties and Responsibilities: (Additional duties may be assigned)

70% Bill out vehicle deals.

10% Providing customer service, and maintaining and ordering supplies from banks and motor vehicle department.

10% Prepare all paperwork to be sent to the department of motor vehicles in a timely manner.

5% Issue stock numbers and stocking in new vehicles.

5% Communicate with sales and finance departments

Supervisory Responsibilities:

This position does not have any supervisory responsibilities.

Minimum Qualification Standards:

- High school diploma or GED is required.
- Title clerk training required.
- At least one year experience as a title clerk in the automotive industry.
- ADP experience is preferred.

Knowledge, Skills, and Abilities:

- Ability to send/receive e-mail messages, post information to a database or spreadsheet, and perform basic word processing, bookkeeping, and/or data entry.
- Skill in organizing and establishing priorities.
- Excellent attention to detail.
- Ability to develop and maintain recordkeeping systems and procedures.
- Excellent customer service and strong interpersonal skills.
- Ability to prepare routine administrative paperwork.
- Ability to compute rate, check, count, and verify numbers.
- Ability to clearly and concisely communicate verbally and in writing.
- Ability to analyze and solve problems.
- Strong organizational skills including the ability to manage multiple projects and details simultaneously.

Physical and Mental Requirements:

- Ability to sit for extended periods of time, stand, walk, use hands to finger, grasp, handle or feel, talk, hear and perform repetitive motions of the hands and/or wrists.
- Close mental and visual attention required to perform work dealing primarily with preparing, analyzing, and interpreting data and figures, using a computer terminal, and/or extensive reading.

Physical Exertion:

Exerts in excess of 20 pounds of force occasionally, and/or in excess of 10 pounds of force frequently to move objects.

Equipment, Machines and Software Used:

This position requires the regular use of a computer, printer, photocopier, telephone, fax machine, and adding machine.

Computer Software: Microsoft, ADP, DMS or Automatic

Environmental Conditions:

Work is performed in a typical office environment where there is no substantial exposure to adverse environmental conditions.

Disclaimer:

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee(s) occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- The company reserves the right to add to or revise an employee's job duties at any time at its sole discretion.
- This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.