



Creative Bus Sales

Job Description Chino

Issue Date : 09/20/2012
Revision # : 0
Last Revised : n/a

Job Title: DMV Clerk Full Time Non-Exempt Position

Prepared By	Date	Departmental Review	Date	Management Review	Date
HR Director	09/20/2012	DMV Compliance Manager	09/20/2012	HR Director	09/20/2012

Reports To: Corporate DMV Manager

Supervisory Status: NO

Description:

- Process all required DMV documents related to new/used buses. Maintain and file MSO's.

Duties:

- Interface with DMV Software to process vehicle registration
- Issue Temp Tags.
- Issue Plates.
- Follow up on completions notices from Service Department.
- Run DMV log to verify documents to be sent out.
- Verify DMV documents are being returned in timely manner.
- Scan/rename/file all MSO's.
- Update System 2000 on DMV related fields.
- Complete any files that have been issued a temp Tag/Registration and send bundle to DMV.
- Interface with customers when necessary.
- Process paperwork that comes back from DMV.
- Issue DMV refunds on any customers that have overpaid their fees.
- Run vehicle Registration log to verify all have been issued a RS that have been delivered.
- Handle any issues that may come up during the day and resolve in timely manner.
- Assist salesmen with questions. (fee calculations, smog verifications)
- Other duties as assigned.
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Education/Experience Required:

- Computer Skills (Microsoft Office)
- DMV software knowledge for DMV input
- Detail oriented
- Extremely diligent in follow through
- High School Diploma or equivalent

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