



Job Description Chino

Issue Date : 01/27/2017
Revision # : 1
Last Revised : 07/27/2017

Job Title: DMV Office Clerk Part Time Non-Exempt Position

Prepared By	Date	Departmental Review	Date	Management Review	Date
HR Assistant		Office Manager		HR Director	

Reports To: DMV Manager

Supervisory Status: No

Description:

We are currently accepting resumes for a DMV Office Clerk at our Chino, CA facility. This is a Part Time position that requires a hardworking, dependable, reliable and detail oriented individual.

Duties:

- Review DMV Report daily.
- Create folders based on new deals appearing on DMV Report.
- Add copies of BOC and DEA to folders.
- Request titling instructions-monitor response-follow up.
- When instructions received, copy to S2K and send out appropriate docs-monitor response-follow up.
- Send out 262 letters-scan copy into S2K.
- File.
- Perform other duties as needed.

Education/Experience Required:

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

Physical Requirements:

- Work will be performed in an office setting.
- May be required to sit in long intervals and climb stairs
- Must have good manual dexterity

I have read this job description and understand that the duties and responsibilities set forth may be subject to change by management at any time.

X _____
Candidate's Signature Date