**JOB DESCRIPTION**

**TITLE CLERK**

**JOB TITLE:** Title Clerk

**OBJECTIVE**

Processes car deals. Verifies costs for the accounting department, including the fees of reconditioning and equipment add-ons, and handles the legal transfer of documents for the Department of Motor Vehicles.

**PRIMARY RESPONSIBILITIES**

* Processes all new and used vehicles for registration in the state in which they will be titled.
* Prepares tax and title documents.
* Submits all legal transfer work to the Department of Motor Vehicles.
* Verifies that funds have been collected and the correct lienholder paid off before processing title applications.
* Checks for accuracy in the application and ensures that all information is complete.
* Prepares payoff checks for new vehicles and trade-ins.
* Bills out all dealer trades and prepares Certificates of Origin.
* Maintains a system to verify out-of-state titles.
* Compiles and maintains a complete list of all outstanding title work. Reports to management on the status of any missing or problem titles. Provides a current list of outstanding titles to the Comptroller at the end of the month.
* Signs over titles for all wholesalers who have paid in full. Prepares a monthly report to management of any funds not collected from wholesalers due to missing or incomplete title work.
* Prepares stock cards for new and used vehicles.
* Posts vehicle sales and purchases.
* Processes/registers all vehicle warranties and extended service contracts, maintaining a log of all contracts processed and mailed.
* Processes yearly renewal of dealer tags in conjunction with the Comptroller.
* Stays abreast of title regulations. Attends seminars held by local licensing bureaus and any available training on title regulations.
* Cross-trains others to handle the Title Clerk's daily responsibilities.
* Conducts periodic training sessions for F&I managers and sales personnel regarding title regulations and procedures and issues a written memo to managers and all sales personnel whenever regulations change.
* Directs title runner in daily routines.
* Maintains a professional appearance and a neat work area.
* Other tasks as assigned.

**ADDITIONAL RESPONSIBILITIES**

[If applicable.]

**Supervisory Responsibilities**

[If applicable.]

**Qualifications**

An individual must perform each essential duty satisfactorily to perform this job successfully. The requirements below represent the required knowledge, skill, and ability. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Education and Experience**

* Associate degree (A.A.) or equivalent from a two-year college or technical school; or six months to one-year related experience or training; or equivalent combination of education and experience.
* Bachelor's degree (B.A.) from a four-year college or university; or one to two years related experience or training; or equivalent combination of education and experience.
* Two to four years related experience or training; or equivalent combination of education and experience.

**VERBAL Skills**

* Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
* Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the dealership.

**Math Skills**

* Ability to add, subtract, multiply and divide into all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
* Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic math.

**Reasoning AbilitIES**

* Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
* Ability to apply common sense understanding to complete written, oral or diagram instructions. Ability to deal with problems involving several concrete variables in standardized situations.
* Ability to solve practical problems and deal with concrete variables in situations where only limited standardization exists. Ability to interpret various instructions furnished in written, oral, diagram, or schedule form.

**Certificates and License**

[If applicable.]

**Physical requirements**

An employee must meet the physical demands described here to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Work Environment**

The work environment characteristics described here represent those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Job Title:** Title Clerk  
**Department:**  
**Reports To:**  
**FLSA Status:**  
**Prepared By:**  
**Prepared Date:**  
**Approved By:**  
**Approved Date:**  
**Revised Date:**

**Job Description Acknowledgment**

I have reviewed the job description for my position and understand my responsibilities.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Signature: ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_