



WE'RE HIRING!

TITLE CLERK



- Process title work
- Check for accuracy on all documentation
- Complete new title/registration applications, duplicate titles, repossession titles, and any other title requests given.
- Maintain knowledge of DMV laws and regulations as related to vehicle titles.
- Ensure we are compliant with DMV laws and regulations
- Commute title paperwork to DMV if required
- Build rapport with third party vendors
- Perform other job duties as assigned

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