

Title & Insurance Clerk

SUMMARY:

Assists in the processing of loan department activity.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Primarily responsible for the filing of lien instruments on motor vehicles pledged as collateral security. Duties include the initiation of the filing process, maintaining records of filings, disbursing checks to Department of Motor Vehicle Branches in appropriate jurisdictions, and attending to the renewal or release of filings.
- Contacts; by telephone, direct computer access, or letter; credit bureaus, employers, existing and former creditors, and personal references to verify credit worthiness and accuracy of credit information.
- Assists in the preparation of credit information necessary to establish credit limit, including such factors as applicant's assets, credit experience, and personal references, credit scoring, debt/income ratio calculations, and other required information.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)