

Collections Clerk I – Full Time

ESSENTIAL JOB FUNCTIONS: Entry level position. Issues motor vehicle, boat and boat motor registration, disabled placards and permits to verified owners. Processes motor vehicle, boat and boat motor title related transactions. Verifies minimum liability insurance coverage on vehicle before processing. Issues and/or exchanges registrations for special plates. Verifies, issues, or exchanges registrations through the mail. Obtains and records personal information for check endorsement, both in person and by mail. Answers questions for customers in person, by telephone, and through the mail. Ensures accuracy of funds collected and posting of transactions to accounts. Accountable for funds collected. Will be required to rotate responsibilities on a routine basis. Collects ad Valorem property tax payments both over the counter and mail processing. Performs all other related duties as assigned.

REQUIREMENTS: High school diploma or equivalent required. Must have good communication skills, be a good listener and be able to operate office computers/equipment. Regular attendance is essential. Ability to work well with others.

ESSENTIAL PHYSICAL DEMANDS: Frequent sitting, standing and walking.

ENVIRONMENTAL/SAFETY FACTORS: Applicants must be able to perform the essential functions of this position without posing a direct threat to the health or safety of themselves or others.