

## Professional Title Clerk

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Company: TAP OATA LLC

Location: India

Category: legal

### Job Description

Unlock financial growth with OATA – Earn up to \$20/hour within just 6 months! At OATA, we empower you to determine your own pay with our production-based pay scale. While we start at a competitive \$16/hour minimum, you have the opportunity to elevate your earnings to \$20/hour in a short span of 6 months.

Join our dynamic team at OATA, where our skilled professionals specialize in processing transactions for anyone in the state of Florida, without any residency restrictions. As a trusted contractor for the DMV and local Tax Collectors, we also provide top-notch Dealer Services. Whether you're a new Florida resident, in need of registration renewal, just purchased a vehicle, gifting a vehicle, handling matters related to a family loss, or any other related task – choose OATA for expert assistance.

Watch the video below to discover more about the exceptional services offered by OATA! Join us on this rewarding journey and unlock your potential for financial success.

### Requirements

Join our team in a dynamic role that involves a diverse range of technical responsibilities in the realm of motor vehicle, vessel, and mobile home registration and titles. Operating

within a framework of statutes, laws, policies, procedures, and ordinances, this position requires a high degree of autonomy while reporting to a manager and higher-level administrative officials.

#### Key Responsibilities:

Provide direct assistance to the public via mail or telephone, facilitating the issuance of license plates, titles, and the collection of sales taxes.

Offer support to dealers, both in-person and through correspondence, in transactions related to license plates, titles, and other relevant processes.

Collect and validate payments for titling transactions, maintaining and balancing a cash drawer.

Process various applications, including tag, title, registration transfers/renewals, personalized plates, and reports of stolen/lost plates across different vehicle categories.

Handle transactions for dealerships and companies with extensive vehicle fleets.

Conduct inspections of work for accuracy, providing guidance to personnel for correction when discrepancies are identified.

Audit all transactions to ensure compliance with Department of Motor Vehicle procedures, State statutes, and relevant codes, verifying the inclusion of necessary signatures and/or notarization.

Uphold compliance with all company policies and procedures.

Success in this role hinges on attention to detail, proficiency in data entry, financial acumen, effective time management, organizational skills, and a commitment to delivering excellent customer service. This position not only promises a fulfilling role but also opportunities for growth within the company. Apply now to be part of this dynamic team!

#### **Benefits**

#### **Full-Time**

\$16.00/hr starting with rapid opportunity to increase to \$20.00/hr (in just 6 months!)

Schedule Monday-Friday 7a-4pm

Comprehensive Benefits including Medical, Vision, Dental

Company Paid Short Term Disability

Company Paid Life Insurance

401K

Paid Time Off

Paid Holidays

### **Requirements**

This role performs a variety of technical tasks in the collection, processing, and issuance of motor vehicle, vessel, and mobile home registration and titles. Work is performed with a wide latitude of judgment according to statutes, laws, policies, procedures, and ordinances under the general supervision of a manager and higher-level administrative officials.

Provides direct assistance to the public by mail or telephone in the issuance of license plates, titles, and collection of sales taxes. Provides direct assistance to dealers in-person, by mail or telephone in similarly related transactions. Collects and validates payment for titling transactions and maintains and balances a cash drawer. Processes applications for tag, title, registration transfers/renewals, personalized plates and stolen/lost plates for cars, trucks, tractors, trailers, motorcycles, motor homes and mobile homes which may require the detailed review of certain documents, appropriate signatures for accuracy and/or research through FRVIS or NMVTIS system for completeness. Processes transactions for dealerships and companies with large fleets of vehicles. Inspects work for accuracy and advise personnel to correct any discrepancies for transaction processing. Audits all transactions to determine accordance with Department of Motor Vehicle procedures, State statutes and appropriate codes, and to ensure documents contain needed signatures and/or notarization. Maintains compliance with all company policies and procedures. Attention to detail, data entry, financial acumen, time management, organization, and customer service are key to being successful in this role and growing within the company.

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