

## **Consumer Loan Lien Filing Specialist – Job Description Summary**

Provides high quality service, defined as ensuring prompt and accurate lien recordings, filings and lien/title releases.

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.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment