



DBA Value Auto Auction

Position Description

Job Title: Condition Report Writer

Job Code: TBD

Salary Grade: TBD

Department: CR's

Reports to: Lot Manager

FLSA Status: Non-exempt

Date: February 14, 2022

Job Summary: Responsible for inspecting vehicles for damage, missing parts, and other problems upon arrival at the auction. Complete required inspection paperwork promptly and accurately while assisting customers, visitors, and employees with questions relating to Value Auto Auction.

Primary Responsibilities:

1. Inspects vehicles thoroughly and accurately to identify and diagnose issues.
2. Analyzes the condition and features of vehicles to identify the damage to interior and exterior as well as any previous body damage and/or repairs.
3. Enter accurate vehicle details into template to generate Vehicle Condition Reports (CR).
4. Serves as third party inspector to provide objective descriptions of vehicle conditions to sellers.
5. Coordinates vehicle photographs to accurately display features and conditions.
6. Follows and completes items from the Inspection Checklist.
7. Performs other related duties as assigned.

Knowledge, Skills, and Abilities Required at Time of Hire:

1. Knowledge of mechanical and aesthetic automobile conditions.
2. Ability to work with computers, mobile phones and the internet.
3. Exceptional verbal and written communication skills; ability to express information clearly.
4. Conducts work in a timely manner, with the ability to prioritize; reduces inefficiencies and enhances effectiveness.
5. Ability to work independently as well as in a group setting.
6. Ability to troubleshoot problems, evaluate options and implement solutions.
7. Ability to analyze information and make effective decisions.
8. Dedicated to providing exceptional customer service; interacts with people in a professional manner and uses good etiquette; searches for ways to improve service and sales.
9. Conflict resolution skills.
10. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Tools and Equipment Used:

- Desktop and Laptop Computers
- Camera
- Mobile phone
- Tire Depth Gauge

- Paint Depth Checker

Certificates and licenses:

- A Valid driver license is required of every Akron Auto Auction employee, along with an insurable driving record.

Education and Experience:

- High School Diploma or general education degree (GED) along with 1 year of related experience or training; or equivalent combination of education and experience.
- To perform this job successfully related experience in the auto industry is preferred.

Job Context:

1. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to perform the essential functions.
2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands and arms, and talk or hear.
3. Uses following tools: jump box.
4. Occasionally lifts up to 50 pounds.
5. The noise level in the work environment can be moderate to loud because of the close proximities of running vehicles and cleaning machines.
6. This position is performed in both an office setting and outdoors in various weather conditions.
7. Long work hours of 10 to 12-hour days are expected once or twice a week to meet auction deadlines.

Performance Indicators:

Successful performance in this position is measured by the ability to analyze the conditions and features of vehicles to identify damage to interior and exterior along with noting previous body damage or repairs. Successful performance is also measured by the ability to successfully inspect and identify conditions that would nullify an auction sale.

Acceptance of Responsibility:

I, _____ have reviewed the above job description and fully understand the conditions set forth therein, and as employed as the _____, I will perform these duties to the best of my knowledge and abilities.

Employee Signature

Date