



DBA Value Auto Auction

Position Description

Position Title: Registration Clerk

Job Code: 630

Salary Code: *TBD*

Department: Registration Clerk

Reports to: Registration Manager

FLSA Status: Non-Exempt

Date: August 23, 2022

Summary: Responsible for registration of all cars going into the auction sale, while assisting customers, visitors, and employees with questions relating to Value Auto Auction.

Duties and Responsibilities:

1. Scan VIN on door and stock sticker via Phone APP and CSR Simplified and be sure it matches the VIN on the door.
2. Input miles.
3. Move vehicle to photobooth.
4. Mondays – lot flip and park vehicles

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

1. Exceptional verbal and written communication skills; ability to express information clearly.
2. Conducts work in a timely manner, with the ability to prioritize; reduces inefficiencies and enhances effectiveness.
3. Ability to work independently as well as in a group setting.
4. Ability to troubleshoot problems, evaluate options and implement solutions.
5. Ability to analyze information and make effective decisions.
6. 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.
7. Conflict resolution skills.
8. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
9. Ability to handle constructive feedback and implement an appropriate action plan.

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 less than one-year 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 of the job.
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. Use such materials as water, cleaning agents, brushes, cloths, and hoses.
4. Occasionally lifts up to 30 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. Personal protective equipment such as gloves, goggles, safety vest and earplugs provided.
7. These tasks are performed Monday, Tuesday, Wednesday, Thursday, and Friday; hours will vary and sometimes can be late as 7:00 pm.
8. Exposure to extreme conditions in outdoor weather while working with vehicles.

Performance Indicators:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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