

Customer Service Representative at Montes Multiple Services in Yuma, AZ

Job# 4521105 on azjobconnection.gov

Pay Rate: \$13.00 - \$ 16.50 (DOE/DOQ)

Job Description:

Under the direction of Montes Multiple Services, Motor Vehicle Department Management, the Customer Service Representative (CSR) is responsible for providing customer service by processing Title & Registration services.

Essential Duties and Responsibilities include but are not limited to:

- Title & Registration Transactions
- Level I Inspection
- FDR Class Certification
- Administer Vision Exam and Photo; Vision and Foreign Verification pertaining to Driver License.
- Responsible for accuracy and timeliness of work products, security of cash receipts, accountable forms and applications.
- Variety of basic clerical/administrative duties

Job Requirements:

- High School Diploma or its equivalent
- Must be 18 Yrs. or older
- Must be able to pass the state background check and receive a Level One Fingerprint Clearance Card
- Must have computer knowledge
- Must possess valid driver license
- Must be willing to rotate to all service locations
 - 3080 S. Pacific Ave. Yuma, AZ 85365
 - 11274 S Fortuna Rd Yuma, AZ 85367

- 601 N. 2nd Ave. San Luis, AZ 85349
- Due to the population served must be Bilingual in English/Spanish

How to Apply:

E-mail resume to rsumner@montesmultiples.com

- Please include position title in subject line