



## **Job Description**

**Job Title:** Licensing Agent or Qualified Title Clerk  
**Class:** *Part Time/On-Call*  
**Direct Supervisor:** Executive Director  
**Salary:** **\$21-26 per hour DOE**

### **About Bainbridge Island Chamber of Commerce**

Nearly 500 members strong, the Bainbridge Island Chamber of Commerce is an integral part of our local community, serving as a unique blend of business member-driven non-profit, community center, visitor hub, and state licensing facility. Positioned at the heart of Island life, the Chamber fosters enduring relationships through public and member events, while leveraging close partnerships with local organizations to advance economic development efforts. As advocates for members, service providers to the community, and ambassadors for the island, we are committed to enriching Bainbridge Island's vibrant and independent business community.

### **POSITION SUMMARY:**

We are currently in search of WA State Certified Vehicle and Vessel Titling Clerks to join our excellent team in a fast-paced, expanding, and customer friendly vehicle and vessel licensing sub-agent office.

Full or part time opportunities. \$21-26 DOE. Must present D.O.L. Certificate, or proof of hours towards certification, completed yearly testing and hours of ongoing training to maintain certification for the current year.

Basic Job Duties but not limited to: Vehicle/vessel registration renewals and title transfers, reconciling inventory daily, cashiering, and mail prep.

### **WORKING CONDITIONS & PHYSICAL REQUIREMENTS**

Work environment is dictated by activities of the Chamber. Extended periods in difficult work environments may occur. The part-time/on-call Licensing Agent will work during normal chamber business hours (8:00am to 6:00pm Monday through Friday - public hours from 9:00 am to 5:00 pm).

Please submit your interest in the role and resume/proof of experience to Erika Borg [erika@bainbridgechamber.com](mailto:erika@bainbridgechamber.com)