



**Open Position:**

Impound Specialist

**About the Opportunity:**

Responsible for follow-up on impound notices and lien sale notices received by mail or routed inter-office. In addition to the expectation that you adhere to your department's attendance policy, duties include but are not limited to the following. Other duties may be assigned.

- Verify vehicle is impounded or abandoned at a repair shop.
- Correspond with shops, tow yards and law enforcement agencies to evaluate the vehicle.
  - Verify if customer is picking up vehicle.
  - Verify status of insurance on vehicle.
  - Verify condition; negotiates storage & repair fees.
  - Provide necessary documents for vehicle's release.
- Determine if vehicle is worth picking up (condition and value).
- Assign impound accounts to Repo Agents or Auto Auctions if appropriate.
- When not cost effective to pick up - releases or abandons CPS interest in the vehicle.
- Maintain a professional and customer-friendly manner with each account and contact. Display a willingness to take direction, work cooperatively with management and co-workers, and project a positive demeanor. Conduct oneself in a professional manner at all times.

**About the Company:**

CPS is a national auto finance company specializing in financing consumers with past credit problems. CPS has been in business for 20 years and serves over 4,000 auto dealers across the U.S. The CPS finance program allows customers with past credit problems to drive a reliable later model used car while rebuilding their credit with on time payments.