State of Michigan Jobs — Motor Vehicle Records Specialist — Lansing, MI, USA

Hiring organization
State of Michigan

Employment Type

Industry
Driver & Vehicle Services

Job Location
Lansing, MI, United States

Date posted
November 16, 2026

Valid through
2026-11-20

Description

In driver & vehicle services, a Motor Vehicle Records Specialist keeps everyday services organized, which makes the role relevant to State of Michigan jobs in Lansing, MI, USA. The work brings together updating vehicle title documentation and resolving incomplete registration files, so consistent updates matter. Skills in vehicle records and compliance forms, alongside good communication, make this type of work easier to manage.

Responsibilities

- Update vehicle title documentation.
- Resolve incomplete registration files.
- Document progress clearly and share outstanding questions with the right colleagues.
- Share work updates and close out records when each task is complete.

Qualifications

- Practical familiarity with vehicle records and compliance forms.
- Ability to organize information and communicate clearly with colleagues or service users.
- Attention to accuracy, deadlines, and established operating procedures.

Experience

A background in vehicle records, academic projects, or related service work provides useful preparation for motor vehicle records specialist responsibilities.

Skills

vehicle records, compliance forms, accuracy, communication, organization

Career Information

Explore the State of Michigan official website for organization and career information.