



Franklin County Clerk of Courts

Maryellen O'Shaughnessy, Clerk

INTERNAL and EXTERNAL POSTING

Job Title: Title Management Specialist (Full-Time, Non-Bargaining Unit)
Division: Auto Title East
Manager: Melissa Moose
Job Posting ID: 01-AT-16
Posting Dates: Friday, January 15, 2016 – Friday, January 22, 2016 11:59 pm
Starting Salary: \$13.97 Hourly/ \$29,057.60 Annually

Responsibilities and Duties:

- Provides assistance and informational services to customers, in person or by telephone, regarding the issuance and transfer of vehicle title documents, verification of legal documents submitted by customers, processing transactions, and determining authenticity of documentation, and reviews document and determines if sufficient evidence is presented in order to issue a Certificate of Title.
- Reviews and approves all electronic titling documents.
- Act as cashier to accept and validate money from payment of fees as required for various transactions, balances cash drawer, and maintains daily records of all transactions.
- Enters data from legal documents and vehicle titles on computer and verifies the accuracy of data.
- Performs a variety of clerical tasks in order to assist with the efficient operation of the office.

Minimum Qualifications:

- A high school diploma and/or any equivalent combination of education, experience, and training.
- Skill in computer operation, typing, and data entry.
- Ability to carry out instructions; deal with problems within a familiar context.
- Ability to review supporting documentation to determine if there is sufficient evidence to issue a certificate of title.
- Ability to handle cash, make change and meet office balancing standards.
- Must be able to communicate effectively and respond to routine inquiries from public or officials.
- Must be able to develop and maintain effective working relationships.
- Ability to work week days and Saturdays as scheduled.

To apply please submit a resume and application by E- mail to employeeapps@franklincountyohio.gov or online at <http://clerk.franklincountyohio.gov/employment.cfm>.

Salary Range: \$13.97 – \$18.16 Hourly/\$29,057.60 - \$37,772.80 Annually

Healthcare Benefits: Medical, Prescription Drug, Mental Health, Dental, Vision and Life Insurance

Contact: Jamie Belcher

E-mail: jamiebelcher@franklincountyohio.gov

Fax: 614-525-4325

EOE