

DEPUTY CLERK TITLE DEPARTMENT

Purpose of the Position:

Reporting to the Clerk of Courts and/or Title Supervisor, the Deputy Clerk-Title Department provides clerical support in the Title Department, issues Certificates of Title, maintains files and records for the Title Department and performs other duties as may be assigned.

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- *Assists the general public in person, by letter or by telephone; answers inquiries concerning motor vehicle and boat and motor title laws and requirements; witnesses signatures.
- *Issues Certificates of Title for motor vehicles and boats and motors; records and cancels liens; issues salvage, replacement and duplicate titles; issues memorandum Certificate of Title; collects fees and computes sales and usage taxes and issues receipts for same; prepares forms, reports, and receipts thru the Automated Title Processing System and by hand calculation.
- *Utilizes the Ohio Revised Code, the Ohio Clerk of Courts Title Manual and all other reference materials for research.
- *Interacts and communicates in writing, by telephone and in person with auto dealers, financial institutions and the general public regarding Certificate of Title matters and information.
- *Maintains filing within the department; searches files for information pertaining to Certificates of Title as needed; pulls live finder files and re-files "dead" finder files as needed; destroys evidence files older than ten (10) years except for Manufactured Home Titles and evidence.
- *Assists the general public, attorneys at law, law enforcement agencies, Clerks of Court and Deputy Clerks from other Counties and the Bureau of Motor Vehicles with Certificate of Title searches; prepares certified copies as requested from evidence files.
- *Prepares and maintains individual records; prepares and maintains departmental records and reports.
- *Balances daily receipts individually; balances office receipts daily; prepares daily bank deposit; takes deposit to bank daily; prepares weekly, monthly and annual reports.
- *Gets mail from Post Office or Clerk of Courts and deposits outgoing mail with the Post Office daily.
- *View, except, print and mail Electronic Liens.
- *Scan all titles into the BMV Computer System.
- *Back scans, sorts and shreds cases and/or documents for Common Pleas and Municipal Court Clerk's offices.
- *Assists in training new personnel when requested.
- *Attends Training Seminars as requested.

Minimum Training and Experience Required to Perform Essential Job Functions:

High school diploma or equivalent with one to two years of related work experience/computer experience or any equivalent combination of training and experience which provides equivalent knowledge, skills and abilities.

Minimum Abilities Required to Perform Essential Job Functions:

*Requires the physical ability to operate a variety of automated office machines including a computer, typewriter, calculator, adding machine, printer, copier, scanner, telephone, fax machine and credit card machine.

*Work involves sitting most of the time, but also involves talking, listening, walking, standing, feeling, reaching, handling, stooping, crouching, lifting, pushing, pulling, carrying and balancing.

*Requires the ability to add, subtract, multiply, divide and figure percentages.

*Must possess a valid Ohio Driver's License.

*Must have transportation to travel to the Post Office and Bank.

Language and Interpersonal Communication Ability:

*Requires the ability to comprehend a variety of informational documents including check-out reports, daily, weekly, monthly and year end reports, applications for titles, odometer forms, bills of sale, affidavits, Manufacturer's Certificates of Origin, personal and business checks, bank checks and money order.

*Requires the ability to write business letters and complete form letters requesting information necessary for title issuance.

*Requires the ability to utilize reference manuals and documents including the Clerk's Title Manual as prepared by the Ohio Clerk of Courts Association, BMV directives, Tax Department directives, ODNF directives, ATPS documentation, Polk books, telephone books and printer manuals.

*Requires the ability to record and deliver information, to explain procedures and to follow instructions.

*Requires the ability to use and interpret basic legal and accounting terminology and language.

*Requires the ability to communicate with the Clerk of Courts, other Deputy Clerks, the general public, attorneys at law, paralegals, legal secretaries, banks, other lending institutions, car dealerships, and law enforcement agencies in person, in writing and by telephone.

Environmental Adaptability:

*Requires the ability to perform in an office environment.

Auglaize County is an Equal Opportunity Employer. In Compliance with the American's With Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.