



The Honorable Maryellen O'Shaughnessy

Franklin County Clerk of Courts

Internal and External Job Posting

Job Title: Auto Title Assistant Branch Manager (Full-Time, Non-Bargaining Unit)
Division: Auto Title North
Manager: Edward Clark III
Job Posting ID: 03-ATN-19
Posting Dates: Friday, September 6th, 2019 – Until Filled
Starting Salary: \$18.89 Hourly/ \$39,291.20 Annually

Responsibilities and Duties:

- Serves as primary bookkeeper overseeing daily balancing of auto title branch, deposits, change orders and related cash control functions.
- Assist the Branch Manager with routine, daily procedural matters, work direction, training, and supervision. Research, troubleshoot and make recommendations concerning matters that require corrective action.
- Act as a functional expert to staff regarding policies and procedures.
- Assist in bi-weekly payroll report, evaluating staff performances, scheduling, allocating personnel, acting on staff problems and counseling/disciplining staff.
- Provide assistance and informational services to customers.
- Validates balancing of cash drawers for cashiers; acts as back-up cashier to accept and validate money from payment of fees as required for various transactions using ATPS system and maintains a balanced cash drawer and daily records of all transactions.
- Hours will include opening & closing rotations and Saturdays as scheduled.

Minimum Qualifications:

- Previous experience supervising, scheduling, disciplining and evaluating employees.
- Two or more years experience in general accounting and MS Office applications.
- Detail oriented strong multi-tasking and interpersonal skills.
- Exceptional attendance and performance record.
- Ability to establish, promote and maintain a team oriented atmosphere.
- Twelve months training and/or experience in employee training and development.
- Twelve months training and/or experience in customer service or public relations that included techniques for dealing with people who are angry/disagreeable.
- Ability to handle cash, make change, and balance a money drawer.
- Previous Title Experience Preferred.

Visit our application website to create a user account and submit application at

<https://clct.franklincountyohio.gov/employment/>

Salary Range: \$18.89 – \$26.45 Hourly/\$39,291 - \$55,016.00 Annually

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

Contact: Sonya Thompson Phone: 614-525-4130 Email: slthomps@franklincountyohio.gov

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