



The Honorable Maryellen O'Shaughnessy

Franklin County Clerk of Courts

Internal and External Job Posting

Job Title: Auto Title Branch Manager (Full-Time, Non-Bargaining Unit)
Division: Auto Title North
Director: Kenneth Skeaton
Posting ID: 02-ATN-20
Posting Dates: Wednesday, September 2nd, 2020 – Until Filled
Starting Salary: \$24.02 Hourly/ \$49,961.60 Annually

Responsibilities and Duties:

- Manages, coordinates, and supervises a title branch office to maintain routine, daily procedural matters.
- Provides work direction on daily basis, schedules staff, prepares bi-weekly payroll, and oversees training of staff.
- Responsible for maintaining staff timecards and evaluating staff performances, allocating personnel, acting on staff problems as well as counseling/disciplining staff.
- Makes recommendations in selecting, transferring, promoting, and discharging staff.
- Designs and implements work procedures, reports unit status and process to upper management, and coordinates work with agencies served to ensure customer satisfaction.
- Monitors and provides assistance and informational services to customers, in-person or by telephone, regarding the title process.
- 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 Saturdays as scheduled.

Minimum Qualifications:

- Bachelor's degree in Business, Human Resources, Accounting, or another field relevant to the management of an Auto Title branch, from a four-year college or university; or five years related experience and/or training; or equivalent combination of education and experience.
- Twelve months training and/or experience in employee training and development.
- Twelve months training and/or experience in office management.
- 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.
- Experience in title work and/or supervision of multiple employees preferred.

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

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

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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