



The Honorable Maryellen O'Shaughnessy

Franklin County Clerk of Courts

Internal and External Job Posting

Job Title: Title Management Specialist (Full-Time, Bargaining Unit)
Division: Auto Title West
Manager: Theresa Baer
Posting ID: 03-ATW-21
Posting Dates: Thursday, September 30th, 2021 – Thursday, October 14th, 2021
Starting Salary: \$15.00 Hourly/ \$31,200.00 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 weekdays and Saturdays as scheduled.

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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