

FRANKLIN COUNTY AUDITOR'S OFFICE

An Equal Opportunity Employer

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PCN 210103

POSITION DESCRIPTION

Position Title: Transfer & Conveyance Representative	Pay Grade: 5 Starting Salary: \$44,844.80
Dept./Div.: Real Estate	Employment Status: Full-time
Reports to: Transfer & Conveyance Supervisor	FLSA Status: Non-exempt
Civil Service Status: Bargaining Unit	EEO Status: 06 – Administrative Support

CLASS DESCRIPTION:

Under general supervision of the Transfer & Conveyance Supervisor, the Transfer & Conveyance Representative documents the transfer of properties and maintains the Auditor's parcel numbering system; manages subdivision and condominium plats, as well as property combinations and splits; performs other related duties as required.

QUALIFICATIONS:

 An example of acceptable qualifications:

Possession of an associate's degree from an accredited college or university in a related field preferred; one (1) or more years of related experience and/or training; or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Notary Public preferred.

EQUIPMENT OPERATED:

 The following are examples only and are not intended to be all inclusive:

Personal computer, computer software (e.g. Microsoft Office, Google Chrome, MUNIS, RMS, Parcel Viewer, and other applicable computer software); printer, copy machine, phone, fax machine, other standard modern office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); ascends and/or descends ladders, stairs, or scaffolds; works in or around crowds; has contact with potentially violent or emotionally distraught persons; this is considered sedentary work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, this position may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION:

 For purposes of 42 USC 12101:

- 30% (1) Processes deeds; transfers legal instruments; performs data entry of conveyances to internal sources; utilizes various data systems; verifies or makes corrections to data entry/address/new ORC changes; ensures compliance with Ohio Revised Code (ORC); verifies information on deeds, conveyance forms, and checks.
- 30% (2) Provides information to, and answers questions from the general public; assists walk-in and telephone customers by providing information and answering questions; processes mail.
- 25% (3) Takes payments; balances cash register receipts and makes daily pay-ins with accounts receivable; counts daily checks in register; tracks homestead and records daily conveyance on spreadsheet for balancing purposes; removes charges from RMS system.

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- 5% (4) Responsible for financial record keeping and reporting; files and records documents according to record retention procedures; scans forms to computer for record keeping.
- 5% (5) Performs general office and clerical functions (e.g., orders supplies, adds paper to copiers, changes date on stamps, takes inventory of office supplies, etc.).
- (6) Attends meetings and serves on committees, as directed; attends training and seminars, as directed.
- (7) Maintains required licensures and certification, if any.
- (8) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
- (9) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% (10) Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: *County, Auditor, and Department goals and objectives; *County, Auditor, and Department policies and procedures; *personnel rules and regulations; government structure and process; office practices and procedures; *Ohio Revised Code (real estate); office management; real estate.

Skill in: computer operation; use of modern office equipment; problem solving; customer service; time management.

Ability to: develop and maintain effective working relationships; perform job safely; interpret a variety of instructions in written, oral, picture, or schedule form; exercise independent judgment and discretion; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; define problems, collect data, establish facts and draw valid conclusions; maintain accurate records; prepare accurate and concise reports; sorts items into categories according to established methods; communicate effectively in oral and written form; maintain confidentiality; resolve complaints from angry citizens; travel to and gain access to worksite; be attentive to detail; prioritize; read and understand legal and financial documents; explain the real estate transfer process.

POSITION DIRECTLY SUPERVISED:

None.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.