Position Title: Transfer & Conveyance Supervisor  
Pay Grade: 8  
Salary Range: $56,576.96 to $79,207.74  
Dept./Div.: Real Estate  
Employment Status: Full-time  
Reports to: Real Estate Director  
FLSA Status: Exempt  
Civil Service Status: Classified  
EEO Status: 02 – Professional

CLASS DESCRIPTION:
Under general direction of the Real Estate Director, the Transfer & Conveyance Supervisor is responsible for their staff’s progress and productivity in the Franklin County Auditor’s Office; exercises basic management skills; organizes teams; participates in the hiring and training of new employees; oversees employee performance; ensures conformance to personnel policies and other management directives; documents the transfer of properties and maintains the Auditor’s parcel numbering system; manages subdivision and condominium plats, as well as property splits; performs other related duties as required.

QUALIFICATIONS: An example of acceptable qualifications:
Possession of a Bachelor’s degree from an accredited college or university; four (4) or more years of related experience and/or training; real estate background preferred; supervisory experience preferred; 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:
N/A.

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, Parcel Viewer, RMS, IASWorld, 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.); 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:

50%  (1) Manages and supervises all assigned employees (e.g., schedules and assigns tasks; interviews job applicants; recommends the hiring of job applicants; recommends discipline; evaluates performance; receives and adjusts grievances or employee complaints; approves and recommends the approval of leave requests; attends or participates in meetings in which policy questions are reviewed or discussed; implements policy, etc.); assists with establishing and keeping track of SMART goals for the Real Estate division; ensures that team members are trained, motivated, and develop the necessary skills to be successful.
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**Position Description:**

20%  
(2) Documents the transfer of properties and maintains the Auditor’s parcel numbering system; manages subdivision and condominium plats, as well as property splits; Oversees the processing of more than 50,000 property transfers yearly; conducts data entry of conveyances to internal sources; becomes familiar with and utilizes various data systems; transfers legal instruments; ensures compliance with the Ohio Revised Code (ORC).

15%  
(3) Answers questions via phone, in person, or e-mail from taxpayers and representatives and ensures that interactions do not become escalated; provides excellent customer service in order to build relationships with taxpayers, title company representatives, and/or elected official staff.

5%  
(4) Responsible for financial record keeping and reporting; files and records documents according to record retention procedures.

5%  
(5) Performs general office and clerical functions; order supplies.

(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.

(10) Performs Supervisory responsibilities which include, but are not limited to: Training and Development, Schedule Adherence, Payroll, Disciplinary Actions, and workflow.

**OTHER DUTIES AND RESPONSIBILITIES:**

5%  
(11) 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; interviewing techniques; training methods; local government finance; office practices and procedures; *Ohio Revised Code (real estate); bookkeeping; supervisory principles and practices; office management; real estate; real estate finance.

**Skill in:**  
computer operation; use of modern office equipment; leadership; problem solving; planning; delegating; meeting management; customer service.

**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; apply management principles to solve agency problems; add, subtract, multiply, and divide whole numbers; calculate...
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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; train or instruct others; communicate effectively in oral and written form; maintain confidentiality; resolve complaints from angry citizens; travel to and gain access to worksite; read or interpret legal documents, financial spreadsheets, settlement/HUD statements, mortgages, and the Ohio Revised Code.

POSITION DIRECTLY SUPERVISED:
Transfer & Conveyance Condos/Plats; Transfer & Conveyance Representative II; Transfer & Conveyance Representative II /Splits and Combinations; Transfer & Conveyance Representative II /Manufactured Homes; Transfer & Conveyance Team Lead

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