



## Perry County Title Office Title Clerk Job Posting

<b><u>CLASSIFICATION TITLE:</u></b> Title Clerk	<b><u>AGENCY/DIVISION:</u></b> Title Office	<b><u>FLSA:</u></b> Non-Exempt
<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>COMPENSATION:</u></b> \$16.50 per hour	<b><u>PROBATION PERIOD:</u></b> One (1) Year/365 Days
<b><u>POSITION LOCATION:</u></b> 600 W. Broadway New Lexington, Ohio 43764	<b><u>HOURS OF OPERATION:</u></b> Monday – Friday: 8:00 AM – 5:00 PM Saturday: 8:00 AM – Noon	<b><u>SUPERVISOR:</u></b> Title Office Supervisor/Clerk of Courts

### **PURPOSE:**

The Title Office Clerk performs a variety of clerical and customer service duties related to the processing, issuance, and maintenance of motor vehicle and watercraft titles in compliance with Ohio Revised Code and the Bureau of Motor Vehicles (BMV) regulations. This position requires a high level of accuracy, attention to detail, and the ability to provide courteous and efficient service to the public.

### **TITLE CLERK RESPONSIBILITIES:**

- Process applications for motor vehicle and watercraft titles, including new titles, duplicate titles, transfers, and memorandums.
- Examine title documents for completeness, accuracy, and compliance with state laws and regulations.
- Verify identification, ownership, liens, and legal documents prior to processing.
- Collect and record fees; issue receipts and balance daily cash drawers.
- Enter title information into the state automated title processing system (ATPS).
- File and maintain title records, supporting documentation, and related paperwork.
- Respond to customer inquiries in person, by phone, and via email regarding title procedures, requirements, and fees.
- Communicate effectively with other agencies, such as the BMV, law enforcement, auto dealers, and financial institutions.
- Identify potential fraudulent documents and follow established procedures for reporting and handling.
- Maintain confidentiality of all records and adhere to departmental and county policies.
- Assist in training new staff members as directed.
- Perform other duties as assigned by the Title Office Supervisor or Clerk of Courts.

## **TITLE CLERK QUALIFICATIONS**

Any equivalent combination of relevant education, training, and experience may be considered, including but not limited to:

- **Education:**
  - High school diploma or GED required.
- **Experience:**
  - Prior experience in a title office, auto dealership or government office preferred.
- **Knowledge, Skills, and Abilities:**
  - Basic knowledge of motor vehicle titling procedures and the Ohio Revised Code (Section 4505) desirable.
  - Strong customer service and communication skills.
  - Ability to accurately perform data entry and manage detailed records.
  - Proficiency in Microsoft Office (Word, Excel, Outlook) and ability to learn specialized computer systems.
  - Strong organizational and multitasking skills in a fast-paced environment.
  - Ability to handle money transactions accurately and responsibly.
  - Professional demeanor and ability to work effectively with the public and coworkers.
  - Ability to maintain confidentiality and exercise sound judgment.
- **Physical Requirements:**
  - Frequently required to sit, stand and use hand for data entry and document handling.
  - Occasionally required to lift up to 25 pounds (boxes of titles or supplies).
  - Work performed primarily in an office environment with frequent interaction with the public.
- **Licenses/Certifications:**
  - Must maintain a valid Ohio driver's license and remain insurable per county policy.
  - Must complete all required training and certifications.

To apply email your resume to [HR@perrycountyohio.gov](mailto:HR@perrycountyohio.gov).