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**Transfer & Conveyance Representative (Hybrid eligible)****Compensation: Starting at \$52,790.40****Employment Status: Full-time****FLSA Status: Non-Exempt****Civil Service Status: Bargaining Unit**

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The Franklin County Auditor's Office is seeking a Transfer & Conveyance Representative to join the Real Estate team.

**Who are we?**

The Franklin County Auditor's Office is dedicated to serving the community by ensuring fairness and accuracy in weight and measures across the county. Our mission is to protect and empower consumers, making sure they receive what they rightfully pay for at gas pumps and retail store scanners. As a trusted steward of county finances, we strive to promote fiscal responsibility and innovative initiatives that benefit all residents of Franklin County.

In addition to these important responsibilities, we assess property values to determine fair property taxes, while also working to provide tax relief for senior and citizens who are disabled. We understand the importance of supporting vulnerable populations and strive to make the process as accessible and accommodating as possible.

We are committed to upholding state regulations by ensuring that our furry friends are licensed. As required by state law, we proudly license dogs, recognizing the significance of responsible pet ownership within our community.

At the Franklin County Auditor's Office, we value the diversity of our residents and businesses and strive to create an environment of fairness, inclusivity, and equity in all our endeavors.

**What will you do?**

Processes deeds and legal instruments; performs data entry of conveyances using internal systems (e.g., RMS, IAS, Simplifile); verifies ownership, legal descriptions, parcel numbers, and mailing addresses; calculates conveyance fees and determines exemption status; reviews and interprets legal documents including deeds, affidavits, court orders, and trust instruments to ensure compliance with the Ohio Revised Code (ORC), County transfer policies, and Auditor's Office procedures; ensures accuracy and completeness of submissions.

Provides information to, and answers questions from, the general public, title companies, attorneys, and taxpayers; serves walk-in, phone, and email customers by explaining procedures and documentation requirements for real estate transfers; prepares and issues return letters requesting additional or corrected documentation to complete a transfer.

Accepts payments; balances cash register receipts and reconciles daily pay-ins with accounts receivable; tracks and records conveyance numbers, fees, and exempt transfers; maintains accurate daily financial records and spreadsheets; ensures accuracy of payment and processing information; scans and indexes forms according to record retention policies.

Receives and organizes incoming and outgoing transfer-related mail; prepares and delivers documents to the Franklin County Recorder's Office; assists with filing and preparation of documents for internal processing and retention; performs document imaging, copying, and related clerical duties.

Performs general office and clerical functions (e.g., orders supplies, adds paper to copiers, changes date on stamps, takes inventory of office supplies, etc.).

### **Who should apply?**

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.

**Notary Public preferred. Must possess and maintain valid Ohio driver's license and have an acceptable driving record; must comply with the FCAO Driving Policy.**

We believe in the power of diversity and inclusivity, and we want to create an exciting and equitable environment for all. You belong here, and we encourage you to apply today!

### **Why should you work here?**

We believe in providing an exceptional benefits package that recognizes the value of our employees: Some of our benefits include:

1. **Healthcare:** We offer a competitive medical, dental, and vision plan with low-cost deductibles.
2. **Public Loan Forgiveness:** As a public employee, your student loans can be forgiven after making the required monthly qualifying payments.
3. **Education Reimbursement & Training:** We invest in your growth and development by allowing you to expand your skills.
4. **Free-Parking Program/COTA Buss Pass:** Take advantage of the free parking program available through a lottery process annually; employees of the County get free weekday access to the Central Ohio Transit Authority (COTA) system.
5. **Wellness Incentive Program:** Our wellness incentive program rewards you with monetary incentives for engaging in healthy activities and maintaining a balanced lifestyle.
6. **Generous Time Off:** You deserve time for yourself and your loved ones. Enjoy 32 hours of personal leave per calendar year, 2 floating holidays, and 12 paid holidays annually. Additionally, accumulate sick and vacation leave for well-deserved breaks.

7. **Hybrid Work Schedule:** We understand the importance of work-life harmony. For most positions, we offer a hybrid work schedule that allows flexibility in where you work, promoting a healthy integration of personal and professional life.

8. **Emphasis on Diversity and Inclusivity:** We celebrate and embrace diversity in all its forms. Our office is committed to creating an inclusive and equitable environment where everyone feels valued and empowered.