**Tuscarawas County Clerk of Courts**

**Auto Title**

**Position Title: Deputy Clerk**

The Tuscarawas County Clerk of Courts is seeking a full time Deputy Clerk in the Auto Title Division. A benefits package is offered including health insurance, optical insurance, retirement plan, and leave time. The pay is $15.75 per hour. All applicants must be willing to work Saturdays. See Position Description below.

How to Apply:

Individuals interested in applying to this position should submit a cover letter, their completed employment application and an updated resume to:

Tuscarawas County Clerk of Courts

125 East High Avenue

P.O. Box 628

New Philadelphia, Ohio 44663

Or email to:

[stephen@co.tuscarawas.oh.us](mailto:stephen@co.tuscarawas.oh.us)

Applications accepted until position is filled

**Tuscarawas County Clerk of Courts**

**Job Description**

**Auto Title**

**Position Title: Deputy Clerk**

Position Summary:

Responsible for assisting the public in transferring titles, issuing titles for motor vehicles, trailers, boats, motorcycles, motor homes and interpreting procedures and laws. Filing and recording liens on titles, maintaining accurate records, verifying and notarizing documents, and conducting title searches.

Essential Job Functions:

* Process, transfer and issue automobile titles, memorandums, duplicate titles, boat and motor titles, jet skis, ATVs and mobile home titles.
* File and record liens and titles.
* Process lien cancellations on certificate of titles.
* Assist the general public, banks, financial institutions, vehicle dealers, and county and state officials in transferring and obtaining information regarding title procedures according to the Ohio Revised Code.
* Interpret title procedures to banks, dealers and the public.
* Responsible for collection of sales tax and filing fees for title transfers.
* Answer questions over the telephone and over the counter regarding title transfers and records.
* Complete applications and notarize titles.
* Transfer cash and balance money in cash drawer accurately, and make daily bank deposits.
* Programming, loading and unloading printers daily.
* Run computer reports.
* Other duties as assigned.

Knowledge, Skills and Abilities:

* Computer experience required.
* Keyboarding skills sufficient to use standard commands, screens, or menus to enter, access, update, and/or manipulate data.
* Bookkeeping knowledge and ability to balance funds.
* Ability to maintain accuracy in records.
* Ability to understand and follow detailed instructions, oral and written.
* Ability to communicate effectively both orally and in writing.
* Ability to communicate well daily with the general public, financial institutions, officials and co-workers.
* Knowledge of general office procedures.
* Ability to work without constant supervision, exercising initiative and sound judgment.
* Must de dependable and reliable, arrive at work on time and be present during scheduled work hours.
* Must be able to work under pressure, with a polite manner.
* Ability to adhere to confidentiality standards.
* Ability to lift 30 pounds.

Qualifications:

* Must be a high school graduate.
* Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above.
* Must have a valid driver’s license.
* Must successfully complete a background investigation and drug screen.