



Ashtabula County Auditor David Thomas

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Jefferson, Ohio 44047-1092
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auditor@ashtabulacountyauditor.org

JOB POSTING

Job Title: Conveyance Clerk
Department: Ashtabula County Auditor's Office
Immediate Supervisor: Conveyance Room Lead & Training Coordinator
Position(s) supervised: N/A
Pay Range: \$12.26-\$16.55
Ashtabula County Auditor's Office is seeking a full-time Conveyance Clerk

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent; one (1) or more years of related experience and/or training; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 65%** (1) Processes deed transfers and maintains accurate records in accordance with state regulations (e.g., assigns transfer number, calculates conveyance and transfer fees, makes copies of documents and records in transfer register, etc.); verifies correctness of information on deed (e.g., correct title, marital status, property description, witnesses, notarized seals, deed preparer, etc.); provides assistance regarding deed transfers to attorneys, title companies, and courthouse employees; analyzes and compares the appraised value of real estate versus the sale price, and refers the matter to management if necessary.
- 20%** (2) Reconciles and deposits monies received; assists general public and customers with inquiries and directs the individual to the appropriate departments or divisions.
- 5%** (3) Performs miscellaneous data entry as time allows.
(4) Maintains required licensures and certification, if any.
(5) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
(6) Demonstrates regular and predictable attendance.
- 10%** (7) Performs other related duties as assigned; attends staff meetings as assigned

Copy of complete job description and duties available at www.ashtabulacounty.us – Click on Employment Opportunities.

Resumes with compensation history/requirements and three work-related references accepted until 4:30 p.m. on July 28th, 2021 or until the most desirable candidate is found:

Pursuant to the Americans with Disabilities Act of 1993 Ashtabula County will consider all qualified applicants for employment, including person with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodations. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential functions

ASHTABULA COUNTY BOARD OF COMMISSIONERS

ATTN: HUMAN RESOURCE DEPARTMENT

25 WEST JEFFERSON STREET

JEFFERSON, OHIO 44047

NO PHONE CALLS PLEASE

Email resumes and questions to auditor@ashtabulacounty.us

EQUAL OPPORTUNITY EMPLOYER

NON-DISCRIMINATION AGAINST HANDICAPPED*DRUG FREE WORKPLACE