



## **Real Estate Clerk 1 Real Estate**

### **Clinton County**

**(To apply for this position, please e-mail resume and cover letter to  
Kasey Grosnickle: [grosnickleka@clintoncountyohio.us](mailto:grosnickleka@clintoncountyohio.us). Resume should include three references  
including phone and e-mail contact information)**

**Position Title: Real Estate Clerk I**

**Department:** Real Estate

**Supervised By:** Real Estate Supervisor

**Rate of Pay:** Starting Pay \$20.00/hour; Pay based upon experience

**Type:** Full-Time; 40 hours per week

**Probationary Period:** 365 Days

**Classified or Unclassified:** Unclassified

**Exempt or Nonexempt:** Non-exempt

**Hours:** 8:00 am – 4:30 pm, M-F

**Nature of Work:**

Performs functions related to real estate within the Auditor's office.

**Primary Duties and Responsibilities:**

- Initial intake, review and transfer of real estate deeds, that are received via mail or walk-through
- Review, submit & transfer the electronically filed real estate deeds on the Doc Router
- Calculate and collect conveyance and transfer fees for deeds
- Preparation of overpayment letters when conveyance or transfer fees received are over actual amount needed
- Preparation of daily real estate pay-in through Munis & submittal to county treasurer's office
- Scan and attach all real estate conveyance forms into real estate software
- Submit monthly DTE100 conveyance forms to the Department of Taxation
- Notify the correct staff member of a property that transfers within the sewer district, a property on CAUV, exemption, Homestead and/or the OOC program
- Maintain a working relationship and communication with local attorneys and titles agencies in regards to needing additional information with submitted deeds and conveyances in order to complete transfers
- Prepare and submit monthly real estate transfer report to the local newspaper
- Preliminary review of sheriff sale properties
- Serves as back up for all functions in the real estate department

**Other Duties and Responsibilities:**

- Responsible for the organization of real estate records.
- Responsible for the organization and transfer of records for the Auditor's office in compliance with the records retention policy.
- Issue and renew dog licenses, kennel licenses, dangerous dog licenses, and replacement licenses.
- Performs other duties assigned by supervisor, appointing authority or designee.

**Qualifications:**

- Any equivalent combination of education, training and work experience, which indicates possession of the skills, knowledge and abilities necessary to successfully perform the primary duties of the position.
- Requires strong knowledge of Microsoft Excel and Word.
- Requires advanced arithmetic skills.
- Requires knowledge of basic real estate information.

**Post-Offer Requirements:**

- **This is an unclassified, hourly position. Successful applicant must accept the position as such.**
- Pre-employment drug screen.
- Criminal background check.
- Credential check.
- Proof of insurance for privately owned vehicle (POV).
- Occasional travel using POV.

**Introductory Period:** 12 months

**Job Location and Conditions:**

- Hours vary based on business needs.
- Requires occasional work at outside locations throughout the County as well as travel outside the County and some overnight travel.
- May be assigned to report at a different time and location and to perform different duties as necessary.
- May be required to work during emergency conditions.
- Duties are performed primarily in an office setting.
- Performs work safely in accordance with established policies.

**Mental Abilities:**

- Must have the ability to understand and follow oral and written instructions and to guide and/or give such instructions.
- Must have the ability to solve problems and make sound decisions independently in accordance with established policies and procedures or using logic and experience when necessary.

**Verbal Abilities:**

- Speaking/Talking: Must have the ability to communicate effectively with county, state, and federal officials; communicate with the general public; communicate with vendors, supervisors, and other employees.
- Presentation: Must have the ability to design, prepare and conduct formal briefings, presentations and/or training.

**Physical Demands:**

Strength: Must have the ability to lift 50lbs.

Climbing: Climbing steps and/or ladders may be required.

Standing, sitting, walking, running: Must have the ability to stand for extended periods, occasionally walk, sit for extended periods. Must have the ability to walk on flat terrain and climb stairs. Running is not an essential function of this position.

Stooping, kneeling, crouching, and/or crawling: Must have the ability to bend forward or down from the middle of the waist or middle of the back, to bend downward, to bend at the knees and lower oneself to a crouching position, to lower oneself and/or move freely on hands and knees.

Reaching, handling, fingering and/or feeling: Must have the ability to frequently stretch out, extend, or put forth a body part; to touch or grasp something by extending or stretching; to touch, lift, hold or operate with hands.

Seeing: Must have the ability to perceive or comprehend by the sense of sight. Necessary characteristics include focus (distinctness or clarity).

**Driving:**

Position requires the ability to drive. Occasional travel is required and may require the use of incumbent's personally owned vehicle (POV). Proof of insurance for POV is also required.

**Clinton County is an Equal Opportunity Employer.**