



Manufactured Homes Specialist (Hybrid eligible)**Compensation: Starting at \$57,200.00****Employment Status: Full-time****FLSA Status: Non-Exempt****Civil Service Status: Bargaining Unit**

The Franklin County Auditor's Office is seeking a Manufactured Homes Specialist 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 Manufactured Home title transfers, including conveyance and exemption transactions; verify homestead status and coordinates with the Homestead Department when applicable; completes and records certificates of title and real estate deeds; manages new registrations and conversions (e.g., Depreciated to Like Real); receives, verifies, and maintains applications for Manufactured Home and Real Estate tax programs; ensures compliance with the Ohio Revised Code and record retention policies. Collaborates with the Appraisal Department to ensure manufactured home units are properly assessed and valued; completes and submits transfer information and related reports to notify of changes in ownership and property status.

Serves as contact with manufactured home park owners and managers to ensure compliance with registration and relocation requirements; monitors delinquency trends and promotes tax compliance;

conducts on-site visits to build relationships and distribute relevant documentation (e.g., Homestead Applications, Damaged/Destroyed Applications), providing guidance and support.

Coordinates with the Tax Accounting Department to calculate manufactured home taxes, adders, remitters, and refunds; processes refunds by compiling and validating refund spreadsheets, submitting memos to Fiscal, and ensuring timely issuance; reconciles records to ensure refund accuracy; identifies and corrects errors in financial transactions; processes void and void/reissue requests; researches and processes unclaimed checks; handles contract adjustments, Treasurer prior restores, and Treasurer money application errors to ensure proper financial reconciliation and compliance.

Processes and tracks court orders related to abandoned manufactured homes; facilitates and verifies 23A Penalty Remission Applications and Damaged/Destroyed Applications; coordinates with appraisal staff and prepares supporting documentation for legal processing of Court Orders and subsequent ownership transfers.

Assists the public by phone, email, and in person; answer questions and provides information related to manufactured home taxes, registrations, exemptions, and title transfers.

Who should apply?

Possession of an associate's degree from an accredited college or university in a related field; 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. Must possess a strong math background.

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.