



Transfer & Conveyance Supervisor (Hybrid eligible)

Compensation: Minimum \$61,110.40

Employment Status: Full-time

FLSA Status: Exempt

Civil Service Status: Unclassified

The Franklin County Auditor's Office is seeking a Transfer & Conveyance Supervisor 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?

Manages and supervises all assigned employees (e.g., schedules and assigns tasks; interviews job applicants; recommends the hiring of job applicants; recommends discipline; evaluates performance; receives and adjusts grievances or employee complaints; approves and recommends the approval of leave requests; attends or participates in meetings in which policy questions are reviewed or discussed; implements policy, etc.); assists with establishing and keeping track of SMART goals for the Real Estate division; ensures that team members are trained, motivated, and develop the necessary skills to be successful.

Documents the transfer of properties and maintains the Auditor's parcel numbering system; manages subdivision and condominium plats, as well as property splits; Oversees the processing of more than 50,000 property transfers yearly; responsible for the collection, balancing, and deposits of over \$25MM

in annual fees; conducts data entry of conveyances to internal sources; becomes familiar with and utilizes various data systems; transfers legal instruments; ensures compliance with the Ohio Revised Code (ORC).

Answers questions via phone, in person, or e-mail from taxpayers and representative and ensures that interactions do not become escalated; provides excellent customer service in order to build relationships with taxpayers, title company representatives, and/or elected official staff.

Acts as coordinator for the annual Auditor's forfeited land sale.

Responsible for financial record keeping and reporting; files and records documents according to record retention procedures.

Who should apply?

We encourage individuals with a bachelor's degree from an accredited college or university; four (4) or more years of related experience and/or training; real estate background preferred; supervisory experience preferred; or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

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.