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**Transfer & Conveyance Assistant****Compensation: Starting at \$43,971.20****Employment Status: Full-time****FLSA Status: Non-Exempt****Civil Service Status: Bargaining Unit**

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

Maintains and records incoming and outgoing mail related to property transfers, including deliveries to the Franklin County Recorder's Office. Updates and maintains address information in internal computer systems.

Serves as the primary point of contact for the public at the Transfer Department counter and by phone. Provides accurate information, answers questions, and assists walk-in and telephone customers with transfer and conveyance inquiries.

Prepares and issues return letters requesting additional information or documentation needed to complete transfers; ensures clarity, accuracy and consistency in all written correspondence with taxpayers, title companies, and legal representatives.

Performs general clerical duties to support departmental operations, including scanning and indexing conveyance documents for imaging, copying forms, and organizing completed transfers for filing.

Assists with routine office maintenance and clerical tasks such as ordering and tracking office supplies, restocking paper, updating date stamps, and maintaining inventory of materials.

### **Who should apply?**

Possession of an associate degree from an accredited college or university in a related field preferred; 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.

**Notary Public preferred. 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.