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**Transfer & Conveyance Team Lead (Hybrid eligible)**

**Compensation: Starting at \$59,196.80**

**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 Team Lead 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?**

Assists Supervisor with managing the work; serves as lead Transfer and Conveyance specialist and trainer; reviews and interprets legal documents to determine proper conveyance of property; applies knowledge of the Ohio Revised Code, County transfer policies, and Auditor's Office standards to ensure accuracy and compliance; verifies ownership, legal descriptions, parcel numbers, and tax mailing addresses; calculates conveyance fees; processes property transfers including, but not limited to, arms-length sales, exempt transfers, forfeitures, sheriff sales, parcel splits and combinations, condominium declarations, and annexations; conducts research using RMS, IAS, Recorder's Office records, Engineer's Office records, and court filings; prepares and analyzes reports; identifies and resolves errors or inconsistencies in documentation or parcel data; communicates with attorneys, title companies, taxpayers, and other government entities; tracks workflow and document turnaround to help ensure departmental goals are met; assists staff with manufactured homes (workflow processes and timelines

of manufactured homes and manufactured home parks). Monitors and balances daily collections, pay ins, keying of Munis batches, and daily reports. Maintaining conveyance numbering throughout the day, scanning and delivering to Treasurer and recorder retention.

Responsible for daily registrar balancing, including verifying accuracy of recorded conveyances and ensuring all transactions reconcile with daily totals; balances conveyance fees and transfer taxes collected against processed transactions and payment records; ensures accuracy and completeness of conveyance forms submitted with each transfer; scans and indexes conveyance forms into the appropriate digital repository for recordkeeping and future reference; identifies and resolves discrepancies related to forms, fees, or documentation; works closely with the Recorder's Office and internal staff to maintain audit-ready records and ensure compliance with established standards.

Provides information to and answers questions of the general public; assists walk-in, email and telephone customers by providing information and answering questions; assist taxpayers with real estate and manufacture home transfers, splits, condos and annexations.

Serves as back-up to the Supervisor for financial recordkeeping and reporting duties; ensures proper filing and documentation in accordance with record retention policies; compiles and prepares reports in the Supervisor's absence; supports the Supervisor in carrying out responsibilities related to the Auditor's Sale.

Serves as the subject matter expert (SME) for RMS and IAS; tests and assists with the implementation of new software.

### **Who should apply?**

Possession of an associate's degree from an accredited college or university in a related field; two (2) or more years of related experience and/or training; real estate background 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.

**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.