

Job Title: Asst. County Clerk I
Classification: Full-time
Department: Clerk
Reports To: County Clerk & Deputy
Location: 525 E. Grand Ave.

Prepared By: County Clerk
Prepared Date: May 25, 2015
Approved By: Human Resources
Approved Date: 2/3/2016
FLSA Status: Non-Exempt

Job Summary: To perform routine and detailed clerical and customer service duties and responsibilities in support of the County Clerk's Office; to provide information, process documents, maintain records, and respond to inquiries and complaints as well as administer the rules and regulations of the County Clerk's Office and the statutes of the State of Wyoming

Supervision Received and Exercised:

Assistant County Clerk I

Exercise no supervision.

Receive general supervision from Office Manager, Assistant Office Manager, Deputy County Clerk and County Clerk.

Essential Duties and Responsibilities:

Important and essential duties may include, but are not limited to, the following:

Assistant County Clerk I

This is the entry/journey level of the class series. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Since this class is often used as a training level, employees may have only limited or no directly related work experience.

Qualifications/Requirements:

- Knowledge of auto titles functions and activities.
- Knowledge of laws and regulations applicable to the transfer of legal ownership of personal property.
- Knowledge of laws and regulations for filing, perfecting, releasing and terminating liens.
- Knowledge of processes for determining the taxable value of personal property.
- Knowledge of processes for microfilming, scanning and transmitting documents.

- Skill in performing a variety of auto title functions and activities.

- Skill in analyzing documentation in relation to the transfer of ownership of personal property.
- Skill in maintaining vehicle identification databases and titling/ownership information.
- Skill in terminating liens and performing full and partial releases of collateral.
- Skill in conducting research and determining the value of personal property.
- Skill in liaising with various parties in relation to motor vehicle title activities.

Education/Training/Experience:

- High School Diploma or equivalent preferred and one year office/clerical experience, or equivalent combination of education, training and experience.
- Two years' experience in consumer lending or processing motor vehicle titling documentation with a governmental entity or motor vehicle dealership; or equivalent combination of education, training and experience.
- Must be Bondable.