

Job Title: Asst. County Clerk III

Prepared By: County Clerk

Classification: Full-time

Prepared Date: May 25, 2015

Department: Clerk

Approved By: Human Resources

Reports To: County Clerk & Deputy

Approved Date: 2/3/2016

Location: 525 E. Grand Ave.

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 III

Exercise technical and functional supervision over Assistant County Clerk I and II.

Receive direction 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 III

This is the advanced journey level in the class series. Positions at this level receive limited direction and give direction to Assistant County Clerks I and II, giving assistance as new or unusual situations arise, and having a full understanding of the overall operation, procedures and policies of the department. When filled from the outside, the employee is required to have prior related experience which allows them to meet the qualification standards for level III. Positions at this level are distinguished from level II by the performance and the full assistance to level I and II. Positions at level III are normally filled by advancement after two years of successful performance at level II.

- Examines and analyzes legal documentation for the transfer of ownership of personal property.
- Ensures compliance with State and Federal statutes and Wyoming Department of Transportation and Department of Revenue rules and regulations.
- Maintains vehicle identification number database and associated titling/ownership information.
- Accepts and verifies financial statements and other documents presented for filing and perfection of liens on personal property.
- Maintains database of UCC filing information.
- Terminates liens or performs partial releases of collateral upon presentation and verification of documentation.
- Files and perfects continuations, amendments, assignments and substitutions of collateral.
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- Conducts research of State and local databases to resolve discrepancies in vehicle identification numbers, ownership disputes and chain of title.
- Provides information to law enforcement agencies.
- Liaises with other titling jurisdictions to obtain necessary information to resolve disputes.
- Researches transfer of ownership laws of other states and countries.
- Researches military rules and regulations pertinent to the purchase, registration and shipment of motor vehicles from overseas duty stations.
- Corresponds with motor vehicle dealers, financial institutions, insurance/finance companies and the general public regarding motor vehicle titling requirements.
- Liaises with the Department of Transportation to obtain vehicle history reports as required.
- Coordinated with the Department of Revenue regarding lien filings and the collection of overdue motor vehicle sales tax payments.
- Determines the taxable value of personal property including motor vehicles, recreational vehicles and motor vehicles.
- Verifies the payment of property tax on mobile homes prior to executing transfer of ownership.
- Calculates and collects fees.
- Issues Marriage Licenses.
- Provides Spanish/English translation services to taxpayers/residents as required.
- Serves as a backup to Elections as required.
- Performs other duties as assigned or required.

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.

