

**Job Title: Asst. County Clerk II**

**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 II

Exercise technical supervision over Assistant County Clerk I and/or lower level staff.

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 II

This is the full journey level in the class series. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department and give direction to Assistant County Clerk I. When filled from the outside, the employee is required to have prior related experience which allows them to meet the qualification standards for the II level. Positions at this level are distinguished from level I by the performance of the range of duties as assigned, working independently and exercising judgment and initiative. Positions at level II are normally filled by advancement after one year of successful performance at level I.

### **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.