



LARAMIE COUNTY

JOB DESCRIPTION

TITLE: Auto Titles/UCC Supervisor

FLSA: Non-Exempt

DEPARTMENT: County Clerk

REVISED:

Summary: Under limited supervision, supervises, plans and coordinates the operations and activities of the Auto Titles and UCC Department; provides complex staff assistance to the County Clerk.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Oversees the day to day activities of the Auto Titles and UCC Department; ensures compliance with applicable rules, regulations and procedures.
- Hires, supervises and evaluates the performance of assigned personnel; coordinates and/or conducts staff training; verifies timesheets and approves employee requests for leave.
- Conducts research on State/Federal laws and regulations pertaining to the transfer of ownership of personal property; processes the filing and perfection of liens.
- Responds to, researches and resolves complaints from the general public and other users; intervenes on behalf of Deputy Clerks dealing with irate taxpayers.
- Develops policies and procedures for the Department; monitors changes to statutes; reviews proposed legislation and determines departmental impact; coordinates with the Treasurer's Office counterpart in relation to legislative changes affecting both departments.
- Liaises with the Information Technology Department in relation to program upgrades/changes and the development of new software applications.
- Conducts, monitors and analyzes daily financial activities of the division including balancing of business; issuing refund checks, balancing/reconciling the refund account and petty cash fund, and balancing daily escrow business; provides back-up assistance to the Chief Deputy Clerk on all departmental revenue activities.
- Compiles, prepares and reviews various reports including the daily financial balancing and work quantity reports; conducts queries from the motor vehicle and lien filing databases; reviews error reports from the Department of Transportation to monitor quality of work performed by staff; counsels staff in relation to reported errors.
- Liaises with the Wyoming Department of Transportation to retain an active listing of current/valid motor vehicle dealers and to provide information on non-compliance of motor vehicle dealers; coordinates with Compliance Investigators and law enforcement personnel regarding investigations; prepares court proceeding records and testifies in court when required.
- Prepares, monitors and manages the departmental annual budget; monitors office supply inventories; coordinates with vendors to order supplies and equipment; coordinates with the Wyoming Department of Transportation in relation to ordering State-mandated forms and supplies.
- Monitors and administers records retention schedules; develops transfer and destruction schedules for division records; coordinates with the Record Center Manager to arrange the transfer of records for micro-filming; develops and revises departmental forms as required.
- Researches special transfer of ownership applications; authorizes publication of legal notices; provides back-up coverage to the Elections/Marriage division manager in times of absence; performs other duties as assigned or required.



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Knowledge and Skills:

- Knowledge of auto title department operations and activities.
- Knowledge of legislation and statutes applicable to the provision of auto title services.
- Knowledge of laws pertaining to the transfer of ownership of personal property.
- Knowledge of processes for retaining, transferring and destroying public records.
- Knowledge of supervisory principles, practices, and methods.

- Skill in overseeing the day to day operations of an auto title department.
- Skill in responding to and resolving complaints from the general public and other users.
- Skill in processing the filing and perfection of liens.
- Skill in conducting queries from motor vehicle and lien filing databases.
- Skill in liaising with various internal and external parties in relation to auto tile department activities.
- Skill in developing/managing an annual departmental budget and monitoring supply inventories.
- Skill in supervising, leading, and delegating tasks and authority.

Minimum Qualifications:

High School Diploma or equivalent; AND four (4) years of experience working in a motor vehicle titling department, or equivalent combination of education, training and experience. Must be bondable.