



# LARAMIE COUNTY

## JOB DESCRIPTION

**TITLE:** Senior Deputy Clerk – Auto Titles/UCC

**FLSA:** Non-Exempt

**DEPARTMENT:** County Clerk

**REVISED:**

**Summary:** Under direct supervision, performs and coordinates activities of the Auto Titles and UCC Department; provides assistance with supervising the workflow of assigned personnel.

**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.)*

- Provides assistance to assigned personnel within the Auto Titles/UCC Department; provides advice and guidance in the interpretation of laws, regulations and procedures governing the documentation required for the transfer of ownership of personal property.
- Serves as a primary liaison between the Clerk's Office and motor vehicle dealerships, credit unions, insurance companies and finance company representatives in relation to the transfer of ownership as well as the requirements necessary for filing and perfecting liens; provides assistance in determining lien/termination actions required.
- Reviews correspondence with other titling jurisdiction to obtain information necessary to resolve disputes; researches transfer of ownership laws of other states and countries.
- Assists Deputy Clerks in determining appropriate research methods to resolve discrepancies in vehicle identification numbers, ownership disputes, chain of title, and to provide information to law enforcement agencies; advises Deputy Clerks regarding military rules and regulations pertinent to the purchase, registration and shipment of motor vehicles from overseas duty stations.
- Provides training to assigned personnel as required; schedules work coverage and coordinates morning duties of assigned personnel in the event of vacation or absence; performs line and cashier functions as necessary.
- Performs all general duties assigned to Deputy Clerks including examining and analyzing legal documentation submitted for transfer of ownership, filing and perfection of liens, determining the taxable value of personal property, verifying the payment of property tax on mobile homes, and calculating/collecting fees.
- Assists in developing policies and procedures impacted by to State and Federal statutory changes; provides assistance with establishing and maintaining financial policy, systems, procedures and records in the Office; coordinates activities with the Clerk's Accounting Office and the County Treasurer's Office.
- Acts on behalf of the Department Supervisor in his/her absence including balancing the daily work of the division; approves petty cash expenditures as necessary.
- Provides assistance with the design, development and testing of new computer programs and upgrades; verifies data conversions and provides staff training following the implementation of new programs.
- Provides training and assistance to assigned personnel in relation to the State motor vehicle title and registration database.



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## JOB DESCRIPTION

- Provides bi-annual support and serves as an acting member of the Absentee Ballot Board, Receiving Board, and Duplicating Board; provides troubleshooting assistance in relation to election tabulation hardware and software; assists voters in locating polling locations and provides general election related information.
- Acts as a backup to the Elections and Marriages Department as required.
- Performs other duties as assigned or required.

### 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 filing/perfecting liens and determining the taxable value of personal property.
  
- Skill in performing a variety of auto title functions and activities.
- Skill in researching transfer of ownership laws and resolving disputes.
- Skill in providing guidance in relation to the transfer of ownership of personal property.
- Skill in serving as a liaison between relevant parties during the filing/perfecting of liens and transfer of ownership.
- Skill in coordinating the workflow of and providing training to assigned personnel.

### Minimum Qualifications:

High School Diploma or equivalent; AND two (2) year's auto title department experience; or equivalent combination of education, training and experience. Must be bondable.