



MARY L. SWAIN

BUTLER COUNTY CLERK OF COURTS

POSITION: Title Clerk
PAY: \$18.01 per hour
HOURS: 35 hours including Saturday rotation, Non-exempt
POSTED: August 14, 2023
DEADLINE: August 31, 2023
CIVIL SERVICE STATUS: Unclassified

APPLICATION PROCESS:

Persons interested in applying for the position of Title Clerk must submit a current resume to Joseph Statzer, Chief Deputy, at the physical or e-mail address below. Applicants may be asked to appear for an interview with the Chief Deputy, Title Director, Assistant Title Director, and/or Clerk of Courts Mary Swain, at which time, applicants will also be asked to complete an employment application. Telephone inquiries will not be accepted. Please e-mail resumes to: statzerjl@butlercountyohio.org

JOB DUTIES AND RESPONSIBILITIES MAY INCLUDE THE FOLLOWING:

1. Must be able to work at any of the four title offices.
2. Must be able to work Saturdays as assigned
3. Processes all title work, passports and watercraft registrations which includes accurate typing
4. Handle money and be able to balance drawer daily
5. Must have good customer service skills
6. Works with car dealers and financial institutions on a daily basis
7. Other duties as assigned

MINIMUM QUALIFICATIONS:

Must have a high school diploma or equivalent.

KNOWLEDGE AND CAPABILITIES:

1. Language skills – ability to effectively communicate with staff and other agencies
2. Must be able to develop and maintain effective working relationships with public and staff
3. Must be self-assured, trustworthy and reliable
4. Have consistently regular attendance

ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMODATION:

Ability to climb stairs, walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, see, write, count, read, speak, analyze, alphabetize, lift and carry and perceive depth.

Conditions include, working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, traveling by car, van or bus.

GOVERNMENT SERVICES CENTER ● 315 HIGH STREET ● SUITE 550 ● HAMILTON, OHIO 45011-6016

513-887-3278 ● 513-887-3966 (fax) ● clerkmail@butlercountyohio.org

www.butlercountyclerk.org



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Equipment (machines, tools, and devices) used in performing only the essential functions including computer and related equipment, copier, fax machine, digital camera and telephone.

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