



CUYAHOGA COUNTY ANNOUNCES THE FOLLOWING CAREER OPPORTUNITY

Real Estate Services (Transfer & Recording) Administrator (Unclassified)

Fiscal Office

Location: County Administrative Headquarters
2079 East 9th Street
Cleveland, Ohio 44115

Rate: Commensurate with experience

Reports to: Director of Operations – Fiscal Office
Hours: 8:30 AM to 4:30 PM
Monday - Friday

THIS IS AN INTERNAL POSTING AND ONLY AVAILABLE TO CURRENT CUYAHOGA COUNTY EXECUTIVE EMPLOYEES.

REQUIREMENTS: A Bachelor's degree in public administration or related field desirable, supplemented by work in any of the following; paralegal, law, real estate, real estate law, title insurance. Three to six years of experience managing personnel; six to nine years of experience in some facet of the real estate industry; or any combination of experience and training.

Preferred Requirements: Licensed as a Title Agent by the Ohio Department of Insurance.

RESPONSIBILITIES: Responsible for overseeing the collection of conveyance, transfer & recording fees as required by the Ohio Revised Code 319.202; 319.54 & 317.32 specifically, along with all other applicable fees. Responsible for maintaining database of all parcels of land in Cuyahoga County assigning a number to each parcel. Track the chain of title of each to determine ownership for which to allocate real property tax liability. Oversee the transfer of any land or town lot or part thereof, minerals therein, or mineral rights thereto from the name in which it stands into the name of the owner by any conveyance document prescribed by the O.R.C. and the endorsement of said document with the signature of the Fiscal Officer. Responsible for directing the recording of all deeds, mortgages, plats or other instruments of writing that are required or authorized by Ohio Revised Code Chapter 317.08 & 317.13. Act as liaison to multiple agencies, departments and businesses whose mutual cooperation is required to provide accurate information and services (i.e. Ohio Department of Tax Equalization, County Prosecutors Office, Engineers Office, Treasurers Office, Appraisal Dept., Information Technology Dept., County Council, Cleveland Housing Court, Title Companies, Law Firms, etc...). Oversee the storage and provision of maps that are created by the County and are available for citizens of the County including maps of voting districts, streets and roads, zoning, etc. Researches and responds to public information requests, disseminates information for the public, including the local media; creates reports for statistical analysis. Responsible for creating along with the County Engineer a written agreement which shall establish standards governing conveyances of real property in the county and from time to time amending those standards. Ensure that all conveyances are compliant with said standards per Ohio Revised Code 319.203. Responsible for maintaining a record of pertinent Attorney General/Prosecutor opinions and to track any legislation that may affect the department's statutory obligations. Responsible for directing the filing of Residential Rental Disclosure forms; Peace Officer Affidavits; & 2.5% Owner Occupied Tax credit applications. Coordinates office needs; prepares proposals for purchase of department equipment; manage the department inventory and the ordering of office supplies.

APPLICATION PROCEDURE: Please complete an on-line profile. Applications and resumes will only be accepted through the on-line process. All job offers are made with the understanding that prospective employees pass a drug test and a criminal background investigation prior to being hired.

Applications must be received by 4:30 pm, June 06, 2016

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Department of Human Resources/ADA Coordinator at (216) 443-7190.

Please note that this position may be subject to an oath of office and/or bonding requirements pursuant to Chapter 107 of the Cuyahoga County Code.

Equal Opportunity Employer - Smoke-free and Drug-free Workplace.
Visit our website: www.cuyahogacounty.us

Posted: 05/27/2016