



LARAMIE COUNTY

JOB DESCRIPTION

TITLE: Deputy Clerk – Auto Titles/UCC

FLSA: Non-Exempt

DEPARTMENT: County Clerk

REVISED:

Summary: Under direct supervision, performs a variety of functions within the Auto Title/UCC Department.

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.)*

- Examines and analyzes legal documentation for the transfer of ownership of personal property; ensures compliance with State and Federal statutes and Wyoming Department of Transportation and Department of Revenue rules and regulations.
- Interviews, confers and advises taxpayers on requirements associated with compliance; works to resolve complex transactions.
- Maintains vehicle identification number database and associated titling/ownership information.
- Accepts and verifies financial statements and other documents presented for filing and perfection of liens on personal property; maintains database of UCC filing information.
- Terminates liens or performs partial releases of collateral upon presentation and verification of documentation; files and perfects continuations, amendments, assignments and substitutions of collateral.
- Conducts research of State and local databases to resolve discrepancies in vehicle identification numbers, ownership disputes, and chain of title; provides information to law enforcement agencies; liaises with other titling jurisdictions to obtain necessary information to resolve disputes; researches transfer of ownership laws of other states and countries; researches military rules and regulations pertinent to the purchase, registration and shipment of motor vehicles from overseas duty stations.
- Corresponds with motor vehicle dealers, banks, credit unions, insurance/finance companies and the general public regarding motor vehicle titling requirements; liaises with the Department of Transportation to obtain vehicle history reports as required; coordinates with the Department of Revenue regarding lien filings and the collection of overdue motor vehicle sales tax payments.
- Determines the taxable value of personal property including motor vehicles, recreational vehicles and motor cycles; verifies the payment of property tax on mobile homes prior to executing transfer of ownership; calculates and collects fees.
- Stays current regarding Federal/State statutory changes or policy modifications; provides assistance with developing policies and procedures.
- Prepares documents for microfilming and scanning; prepares and transmits documents for off-site storage of inactive records; prepares and transmits copies of documents to the Department of Transportation and the Department of Revenue.
- Provides bi-annual elections support and assistance including serving as a board member as required.
- Serves as a backup to the Elections and Marriages Department as required.
- Provides Spanish/English translation services to taxpayers/residents as required.
- Performs other duties as assigned or required.



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Knowledge and Skills:

- 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 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.

Minimum Qualifications:

High School Diploma or equivalent; 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.