

**NOTICE OF VACANCY**

Mahoning County Auditor's Office  
120 Market Street  
Youngstown, OH 44503

Position Title: Real Estate Clerk I (Transfer) (Bargaining Unit Position)

Building/Location: 120 Market St., Youngstown, Ohio 44503

Director/Supervisor: Real Estate Supervisor

Starting Salary: \$36,004.80

Date Issued: December 27, 2024

**Filing Deadline**

All applications must be submitted by 4:30 p.m. Friday January 3, 2025. Interested individuals may obtain an application on-line, [www.mahoningcountyoh.gov](http://www.mahoningcountyoh.gov). Applications may be submitted by e-mail to [mahoningauditorjobs@mahoningcountyoh.gov](mailto:mahoningauditorjobs@mahoningcountyoh.gov) or submitted to:

Mahoning County Auditor  
Attn: Christina Merdich  
120 Market Street  
Youngstown, OH 44503

**Responsibilities**

Transfers deeds and Manufactured Home Titles. Balances cash register receipts and monies daily. Reading deeds, referring to the GIS Tax Map Office when necessary, reviewing splits and plats to see if they meet legal requirements, and reviewing transfers for compliance with the Mahoning County Conveyance Standards. Answer calls concerning transfers.

**Qualifications**

**Education and Related Work Experience:**

- High school diploma or equivalent.
- Bachelor's Degree in accounting, or completion of core coursework in Real Estate or an equivalent field preferred.
- Must successfully complete 120-day period of probation.

**Licenses, Registrations or Certifications:**

- Criminal background check required for hire.
- Drug testing required for hire.

**Technical Skills, Knowledge & Abilities:**

- Knowledge of and experience with typical office equipment
- Critical thinking and problem solving skills.
- Good communication skills and telephone technique.
- Strong accounting and math skills.

AN EQUAL OPPORTUNITY/ADA COMPLIANCE EMPLOYER, M/F V/H

MAHONING COUNTY IS AN EEO/ADA COMPLIANCE EMPLOYER, AND CONSIDERS QUALIFIED APPLICANTS WITHOUT REGARD TO RACE, COLOR, CREED, RELIGION, ANCESTRY, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, AGE, DISABILITY, VETERAN STATUS OR ANY OTHER PROTECTED FACTOR UNDER FEDERAL, STATE OR LOCAL LAW.