



Matthew B. Treglia, Sheriff
Allen County Sheriff's Office
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Sheriff's Sale Clerk
Job Description

Division: Civil

Title: Clerk

Probationary Term: 1 year

Job Description:

Facilitate all items and required steps a Sheriff's Sales.

Responsibilities:

The Sheriff's Sales Clerk is responsible for conducting Sheriff Sales of foreclosed homes.

- Work closely with Allen County Common Pleas Court to facilitate all Sheriff's Sales.
- Arranging appraisal of foreclosed property.
- Entering properties into the online listings and online bidding software.
- Placing notices in the newspaper.
- Certificate of Sale to the successful bidder.
- Record the deed.
- Collecting full payment after auction is complete.
- Depositing received funds.
- Keep ledger of all funds.
- Other related tasks as directed.

Requirements:

- Must be at least 18 years old at time of application
- Must have a valid driver's license
- High level of customer service
- Basic computer skills
- Proficient in Excel
- Experience in Quicken
- Accounting background preferred but not required