

CLERK-RECORDER-ASSESSOR DEPARTMENTAL OVERVIEW

The divisions of the Clerk-Recorder-Assessor Department are Administration, Elections, Clerk-Recorder, Information Systems, and Assessor, with a staff equating to 109 full time equivalents, net of budgetary salary savings, providing services at three locations in south and north county.

Administration

The Administration Division is primarily responsible for budgeting, accounting, personnel and departmental management. This division coordinates the development, submittal and administration of the departmental budget, assists division managers regarding classification, recruitment, selection and appointment of new employees, and develops and maintains the department's training and orientation program for current and new employees.

Elections

The Election Division is responsible for conducting elections, designing precinct and district boundaries, identifying polling places and recruiting election officers, maintaining voter registration records, processing absentee ballot applications, and verifying petitions. The Division also manages candidate and campaign filings as well as conducting State and Federal voter outreach programs.

County Clerk Recorder

The Recorder Division is responsible for the recording and archiving of official records, maps relating to real property and vital records, the filing of fictitious business statements and notary bond applications, archiving and issuing vital records, and the processing of passport applications.

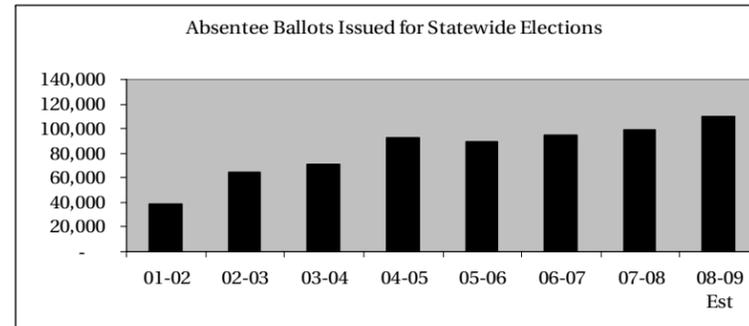
Information Systems

The Information Systems Division is responsible for providing support and visionary technical direction to all functions of the Clerk-Recorder-Assessor Department in support of each division's mission and goals.

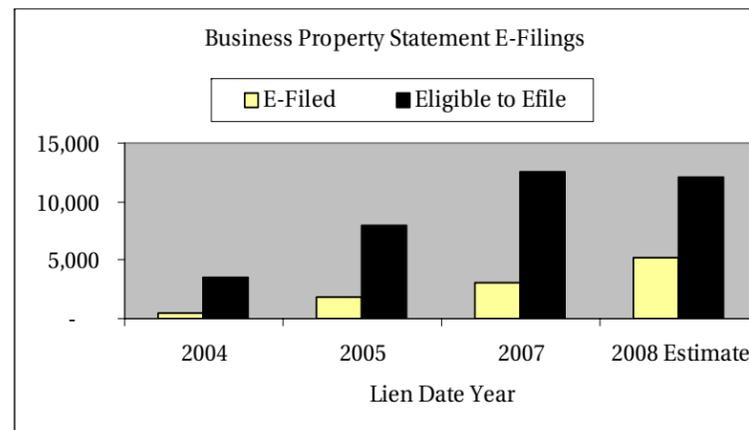
Assessor

The Assessor Division's responsibility, utilizing information systems technology, is to identify, assess, value, and maintain assessments of all real, business, and mineral properties taxable under the authority of the State of California and to create, maintain, and disseminate cadastral (land ownership) maps that accurately describe all Assessment Roll parcels. The division defends property valuations under appeal before the Assessment Appeals Board.

CLERK-RECORDER-ASSESSOR KEY TREND ANALYSIS



The Elections Division strives to maintain or increase absentee voting at a rate equal to or higher than the previous comparable election. The number of absentee votes has increased over time as seen in the chart.



The Information Technology strives to maintain and provide system enhancements to the Assessor property tax systems. As an example, the use of the Business Property Statement E-File system developed a couple of years ago, continues to grow creating greater customer focus and operating efficiencies in the Assessor.

Performance Measure Legend

Department-wide Effectiveness Performance Measure

Change to Performance Measure

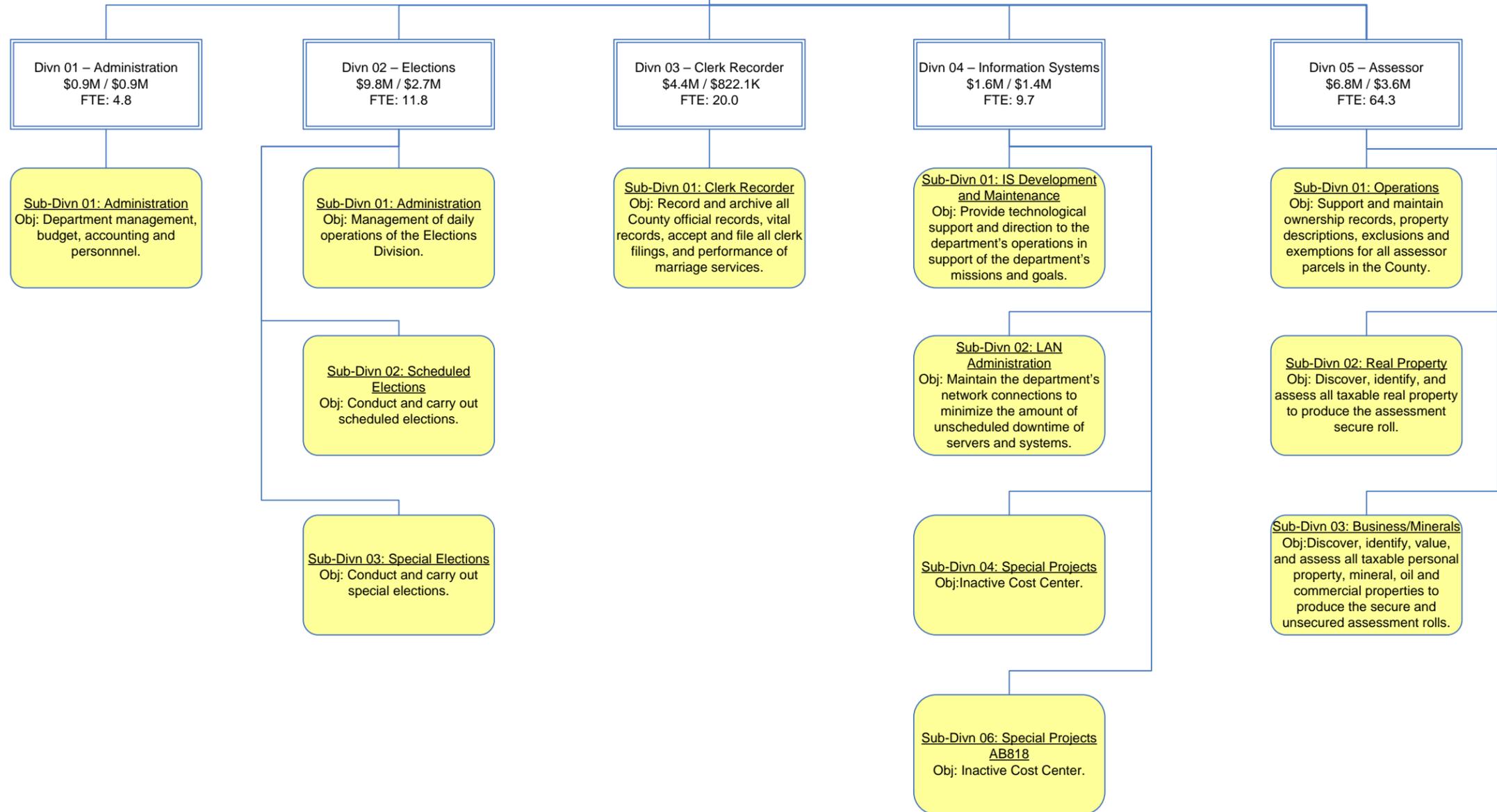
Performance Measure to Delete

New Performance Measure

Budgets shown in Millions (\$M) or Thousands (\$K)
 Program Budgets are \$Total Uses / \$Total General Fund Contribution

CLERK-RECORDER-ASSESSOR

Joe Holland
Clerk-Recorder-Assessor
 \$23.4M / \$9.4M
 FTE: 110.6



Division: # & Title from CCID
 Cost Center Report
 Budget/GFC from CCID
 (Financial Data by Cost Ctr)

Sub-Divn: # & Name from Cost
 Center Report
 Obj: from CCID Inventory

Program: Title from CCID
 Number from CCID
 Budget/GFC from CCID
 (Financial Data by Prog)
 FTE: CCID

Performance Measure Legend

Department-wide Effectiveness Performance Measure

Change to Performance Measure

Performance Measure to Delete

New Performance Measure

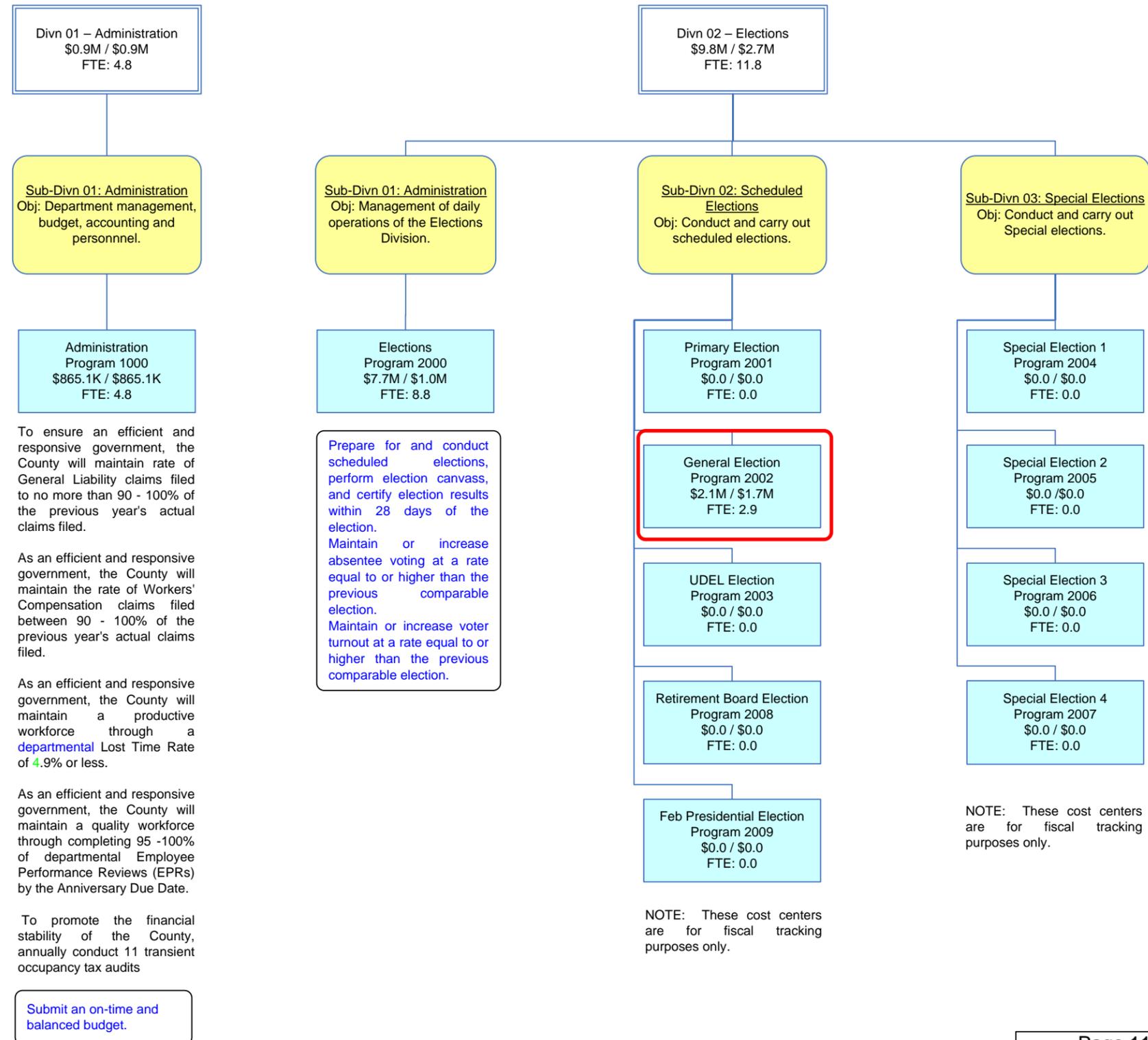
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CLERK-RECORDER-ASSESSOR



NOTE: These cost centers are for fiscal tracking purposes only.

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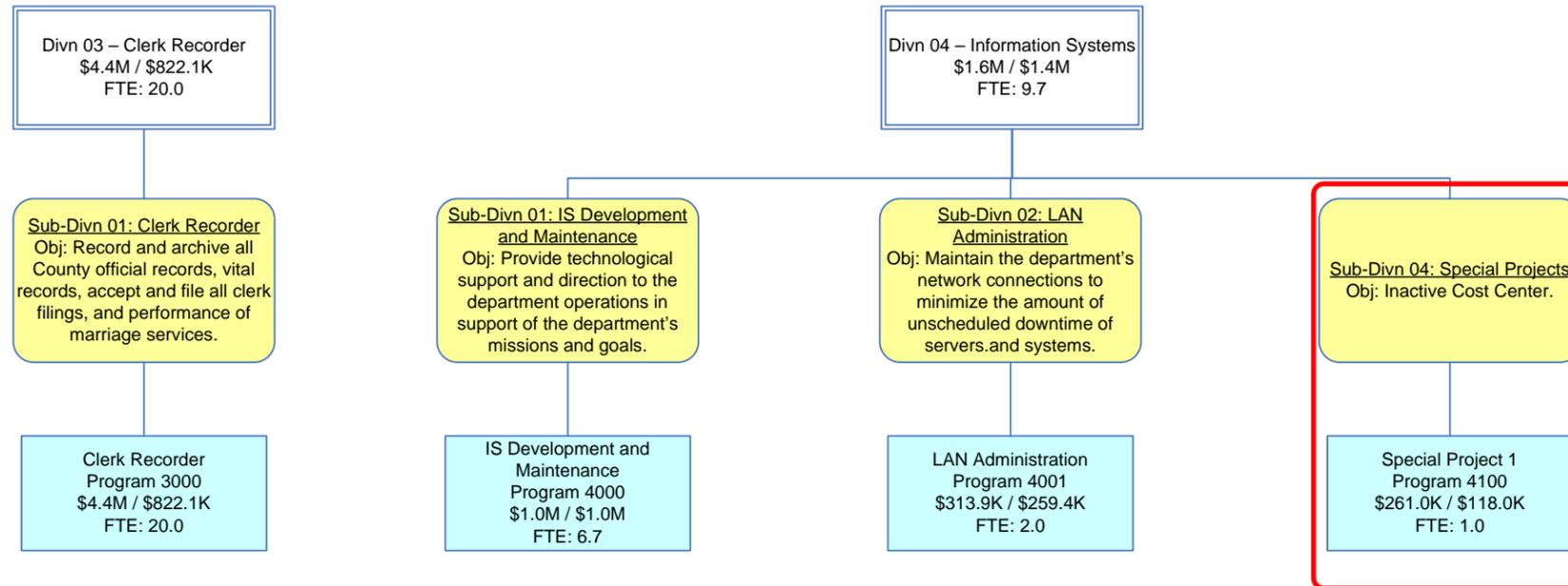
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 Budget/GFC from CCID
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Sub-Divn: # & Name from Cost
 Center Report
 Descr. From CCID Inventory

Program: Title from CCID
 Number From CCID
 Budget/GFC from CCID
 (Financial Data by Prog)
 FTE: CCID

CLERK-RECORDER-ASSESSOR



Ensure timely processing of official records by recording and mailing documents received within 7 business days of receipt of document.

Ensure timely recordation of reconveyance documents within 2 business days of receipt of document.

Ensure timely recording of title company official records by recording documents received the same business day.

Maintain and provide system enhancements to the Assessor property tax systems.

Resolve computer and system downtimes due to departmental connection problems within XX hours of problem reporting.

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Department-wide Effectiveness Performance Measure

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