



RECORDER-CLERK OVERVIEW

January 24, 2024

JANELLE K. HORNE
Recorder-Clerk



Purpose

- The office of the Recorder-Clerk ensures that a vital link to the past is maintained for future generations by processing and preserving legal documents while providing public access to flawless and accurate records within the County.
- The County Recorder is responsible for examination and recording of documents presented to the office that deal with real property in the County or as required by local, state and federal law. Official Records are recorded, indexed, scanned, and stored. The public may search, view and purchase a copy of these records.
- The County Clerk is the officer charged with filing, preserving and maintaining records relating to public filings as required by statute.
- The Recorder-Clerk strives to provide efficient and cost-effective services to customers while maintaining the highest degree of public trust.

Vision, Mission & Core Values

To be leaders in customer satisfaction, employee knowledge & empowerment, and to serve with honesty & integrity.

Growth & Development

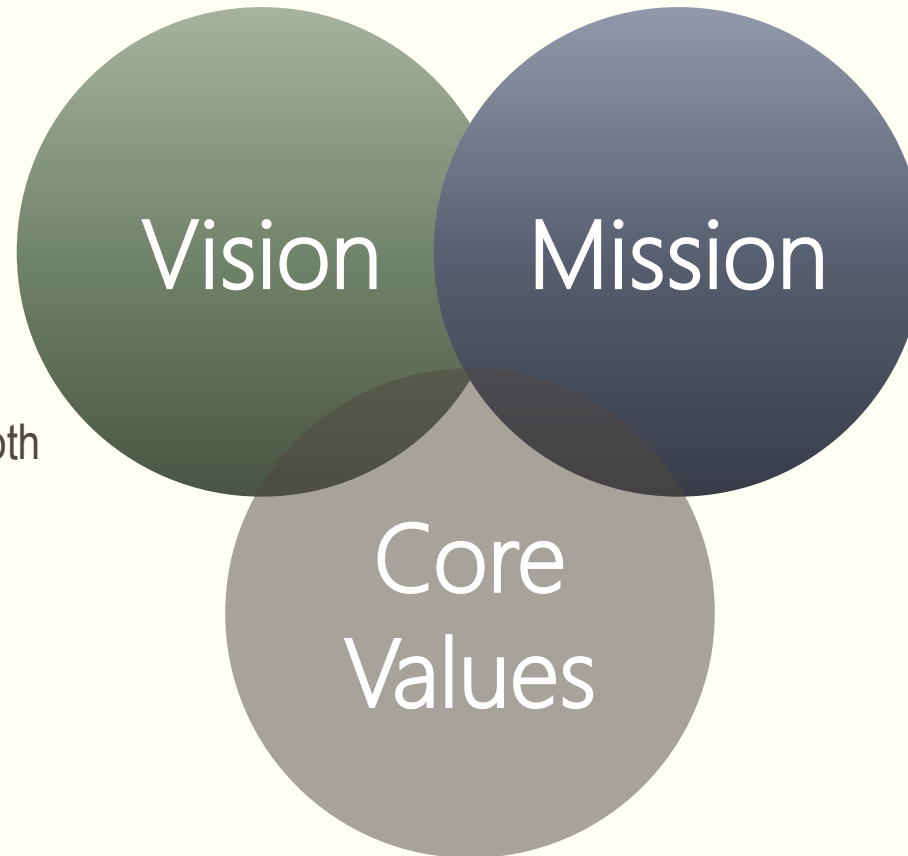
We continue to increase in learning both personally and professionally.

Adaptability

We embrace change with positivity & optimism.

Ownership

We take responsibility to fulfill the duties of the Recorder-Clerk through personal accountability.



To serve each person in our community with dignity, respect, transparency & professionalism.

Integrity

We provide courteous, transparent and efficient services.

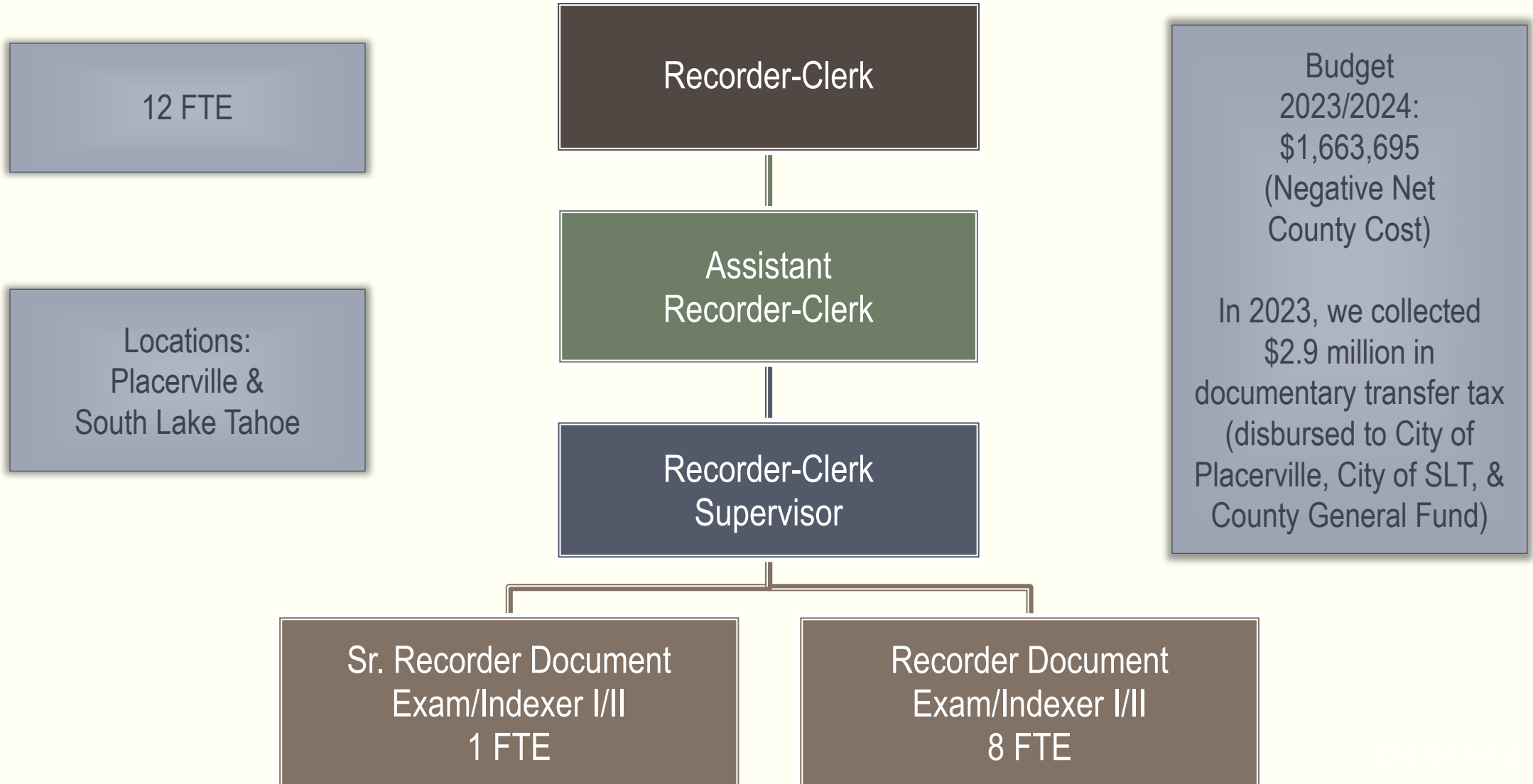
Communication

We are dedicated to open, honest and trustworthy communication.

Equity

We acknowledge that all people and situations are unique, and each will be met with care, trust, and consideration.

Organizational Chart



Duties & Responsibilities

Recorder

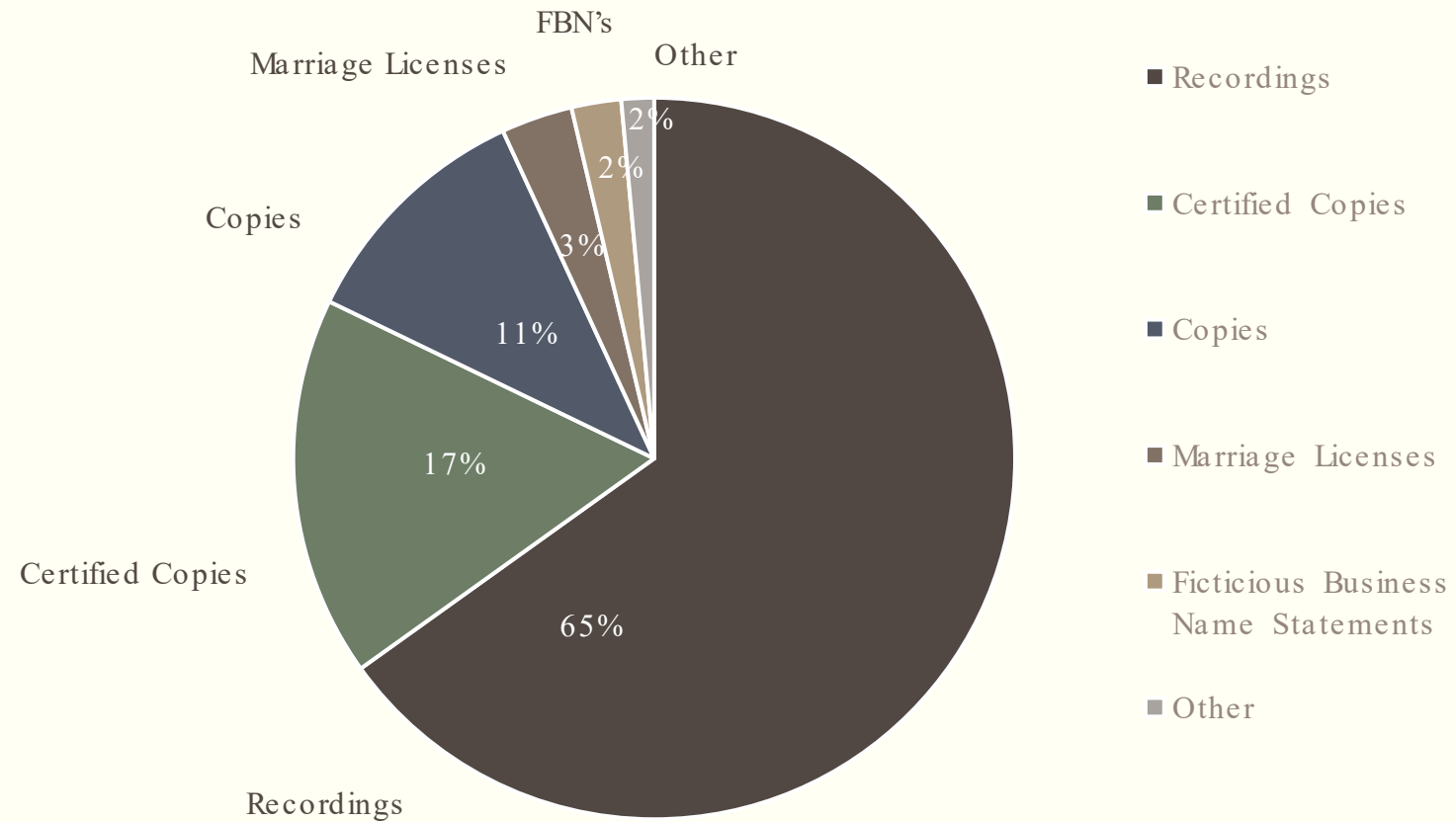
- › Real Property Records – deeds, leases, notices of completion
- › Financing Documents – deeds of trust, notices of default, reconveyances, financing statements
- › Maps – subdivisions, parcel divisions, surveys
- › Mining Claim Records – notices of location, proofs of labor
- › Military Discharge Papers (DD214)
- › Mechanics' & Tax Liens
- › Abstract of Judgment & Judgment Liens
- › Issues Certified Copies of Vital Records

Clerk

- › Issuing Marriage Licenses – public & confidential
- › Filing Fictitious Business Name Statements (FBN's)
- › Notary Public Registrations – public oaths and commissions, notary bonds, maintains record books
- › Environmental Documents (CEQA) & Powers of Attorney
- › Roster for Public Agencies
- › Performing Civil Marriage Ceremonies
- › Oaths of Office

Volume Comparison

2022 Total Transactions – 55,713
Overall Decrease of 15%



Projects



Transfer Tax Escapes

Working with the Assessor's office to collect escaped Documentary Transfer Tax from changes in control of business entities.



AB 1466 Project

This is a multi-year project to OCR every record and redact all verbiage that would be discriminatory in nature.



SLT Office Move

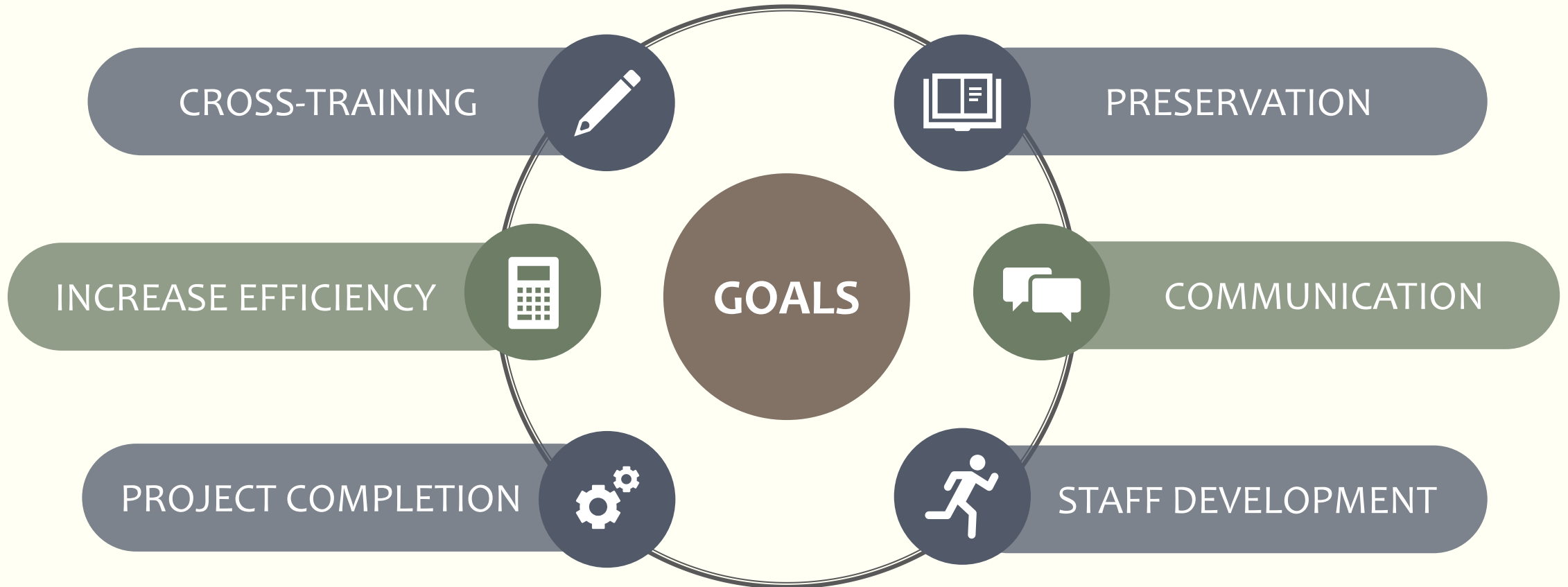
We are looking to relocate our SLT office from the El Dorado Center to a location TBD in the 24/25 fiscal year.



Map Project

We are working on a more efficient way to store, maintain & preserve our maps to make sure they will be available for future generations to come.

Goals





THANK YOU!

Questions?