

RECORDER-CLERK

OVERVIEW - FEBRUARY 4, 2025

Janelle K. Horne
El Dorado County
Recorder-Clerk



VISION, MISSION & CORE VALUES

VISION

To be leaders (by example) in customer satisfaction, employee knowledge & empowerment. To serve with honesty & integrity.

MISSION

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

CORE VALUES

- **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.
- **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.

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.

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

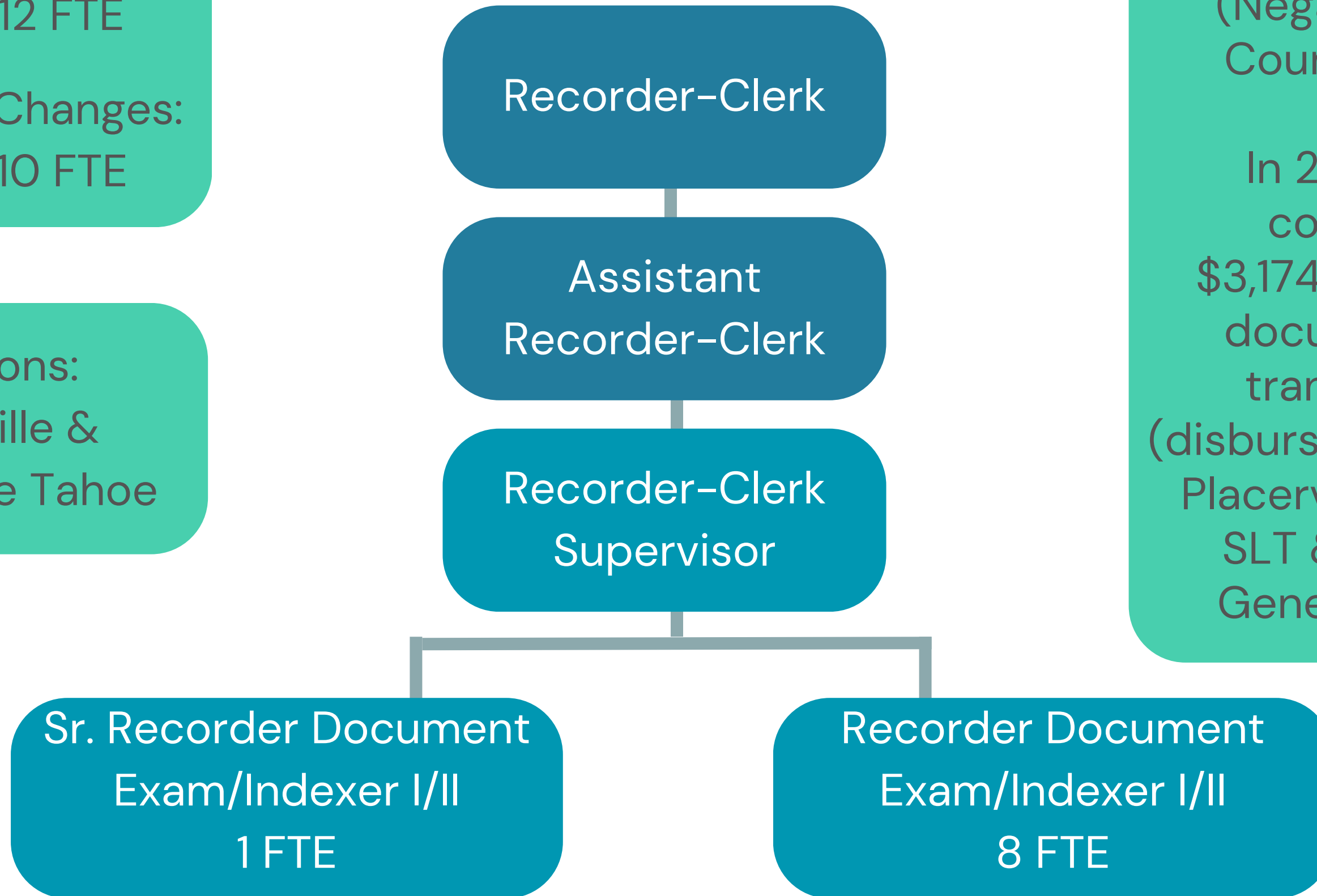
CLERK

- 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)
- Roster for Public Agencies
- Performing Civil Marriage Ceremonies
- Oaths of Office

ORGANIZATIONAL CHART

Currently:
24/25 = 12 FTE
Upcoming Changes:
25/26 = 10 FTE

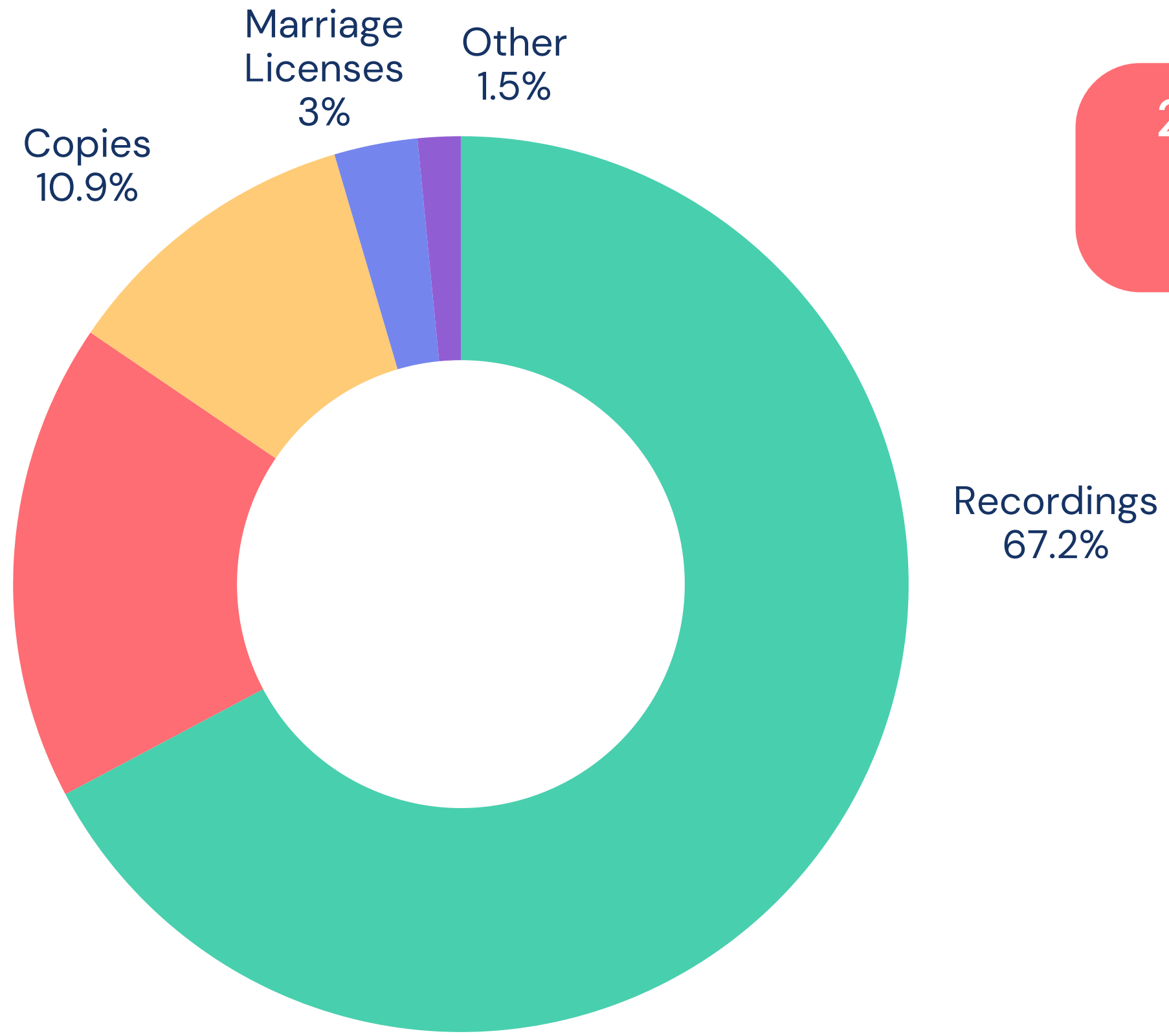
Locations:
Placerville &
South Lake Tahoe



Budget
2024/2025
\$1,561,901.00
(Negative Net
County Cost)

In 2024, we
collected
\$3,174,099.04 in
documentary
transfer tax
(disbursed to City of
Placerville, City of
SLT & County
General Fund)

VOLUME COMPARISON

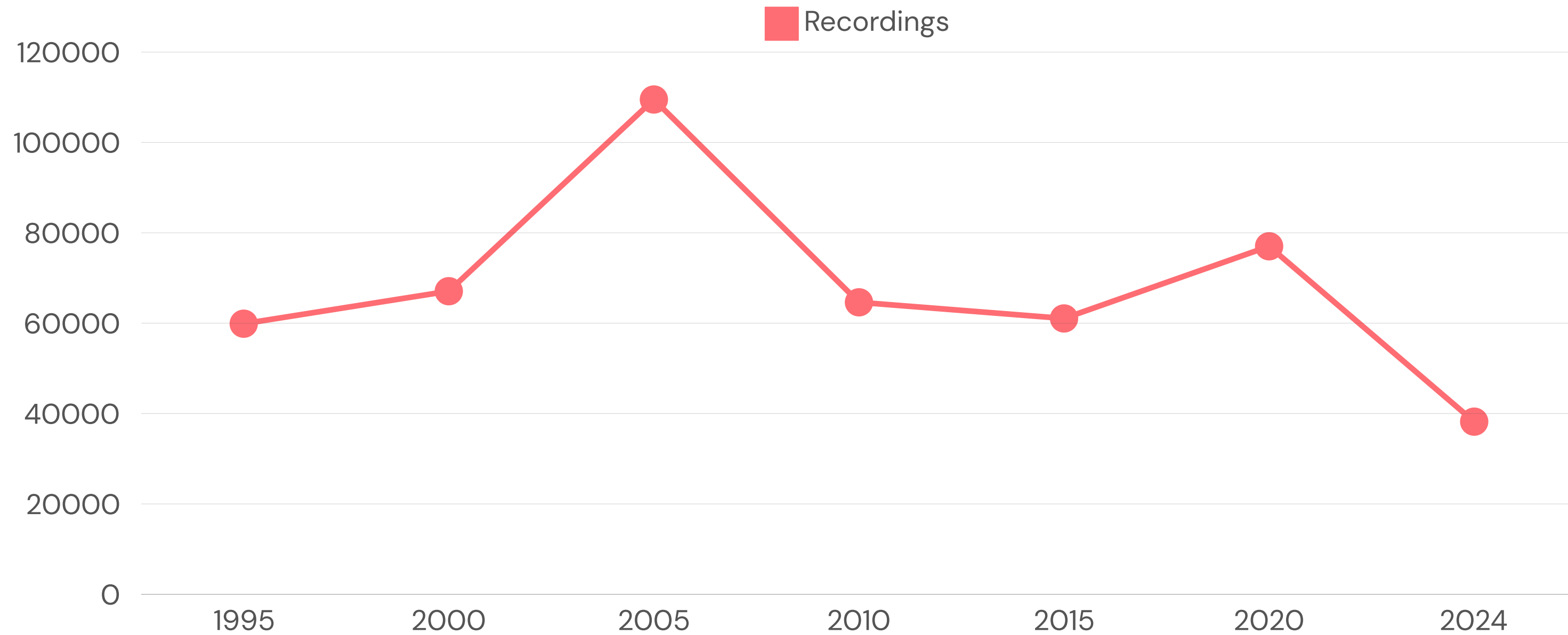


2024 OVERALL INCREASE
4.17%

2024 TOTAL TRANSACTIONS
58,037



RECORDING TREND



Approximately 30 year trend overview showing a 60K average document per year. Currently we are in a unknown and unforeseen territory as for what the future holds as we are in unprecedented times.

PROJECTS



Recorder Fee Bill

We are working with County Recorders' Association of California on getting our fees updated in the 2025 session of the legislature. They haven't been updated since 2010.



Map Project

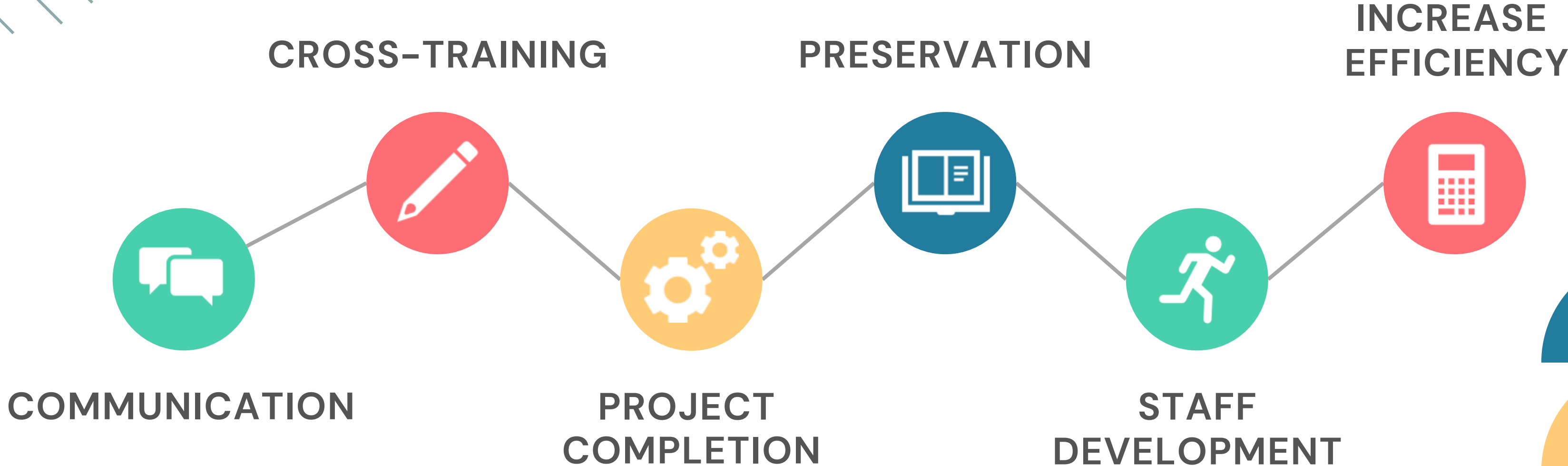
We are working on a more efficient way to store, maintain & preserve our maps to make sure they will be available for future generations to come.



AB 1466 Project

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

GOALS



THANK YOU!
QUESTIONS?

