



Recorder-Clerk Overview

February 4, 2020

Janelle K. Horne
El Dorado County
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, scanned, indexed 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 (BY EXAMPLE) IN CUSTOMER SATISFACTION, EMPLOYEE KNOWLEDGE & EMPOWERMENT, AND TO SERVE WITH HONESTY & INTEGRITY.

Growth & Development

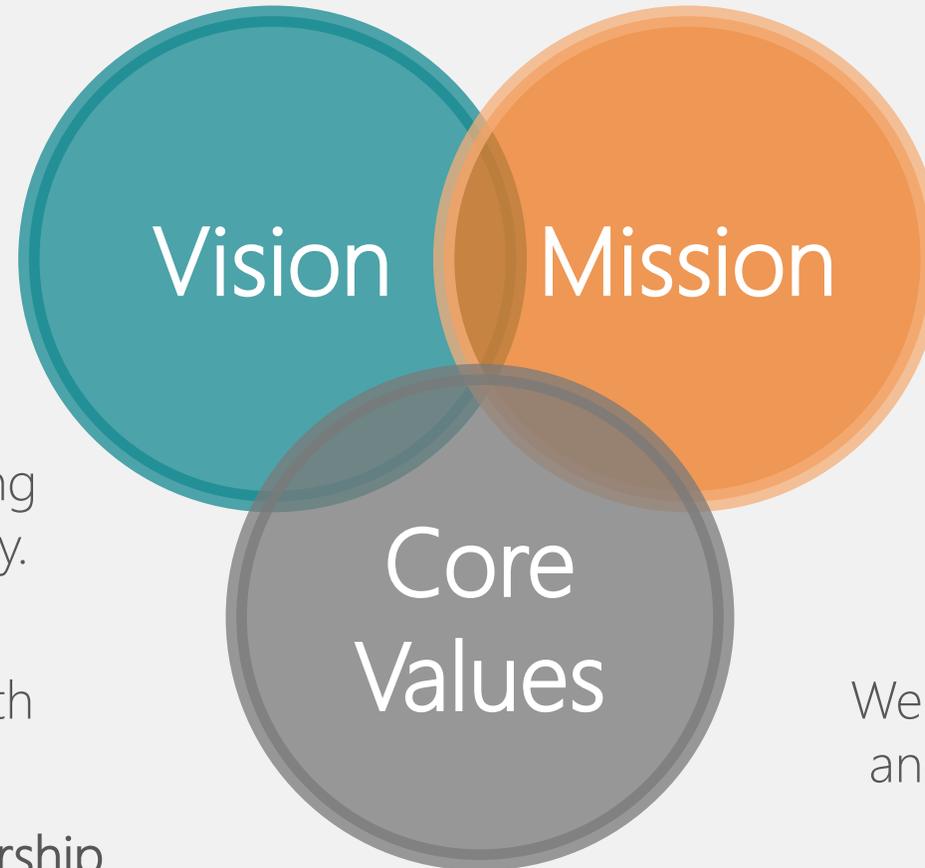
We continue to increase in learning both personally and professionally.

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

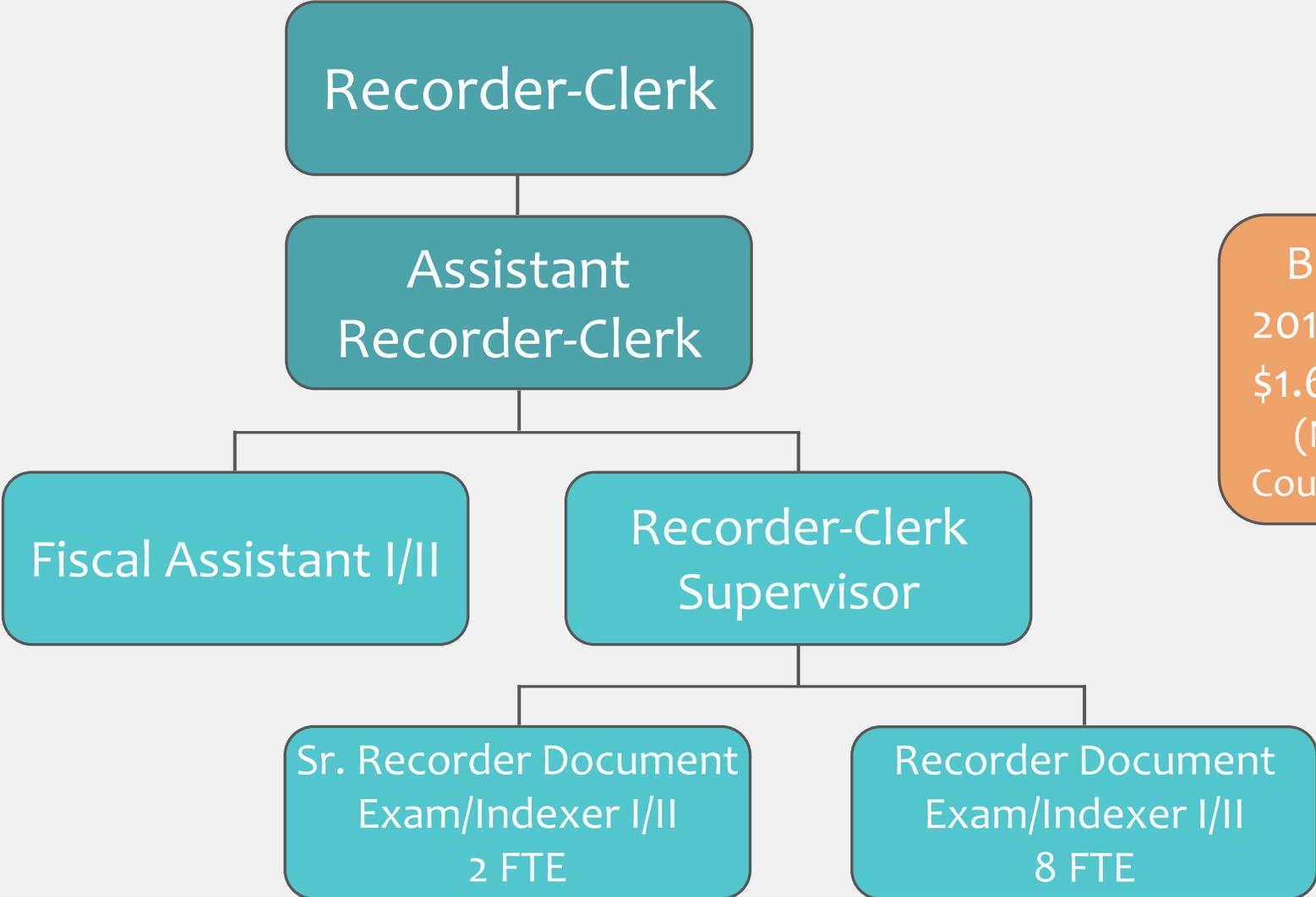
We are dedicated to open, honest and trustworthy communication.

Equity

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

Organizational Chart

Total FTE: 14
NOTE: 1 Sr. Rec Doc Exam/Indexer & 1 Rec Doc Exam/Indexer work at the SLT Office



Budget 2019/2020: \$1.6 Million (No Net County Cost)

Duties & Responsibilities

Recorder

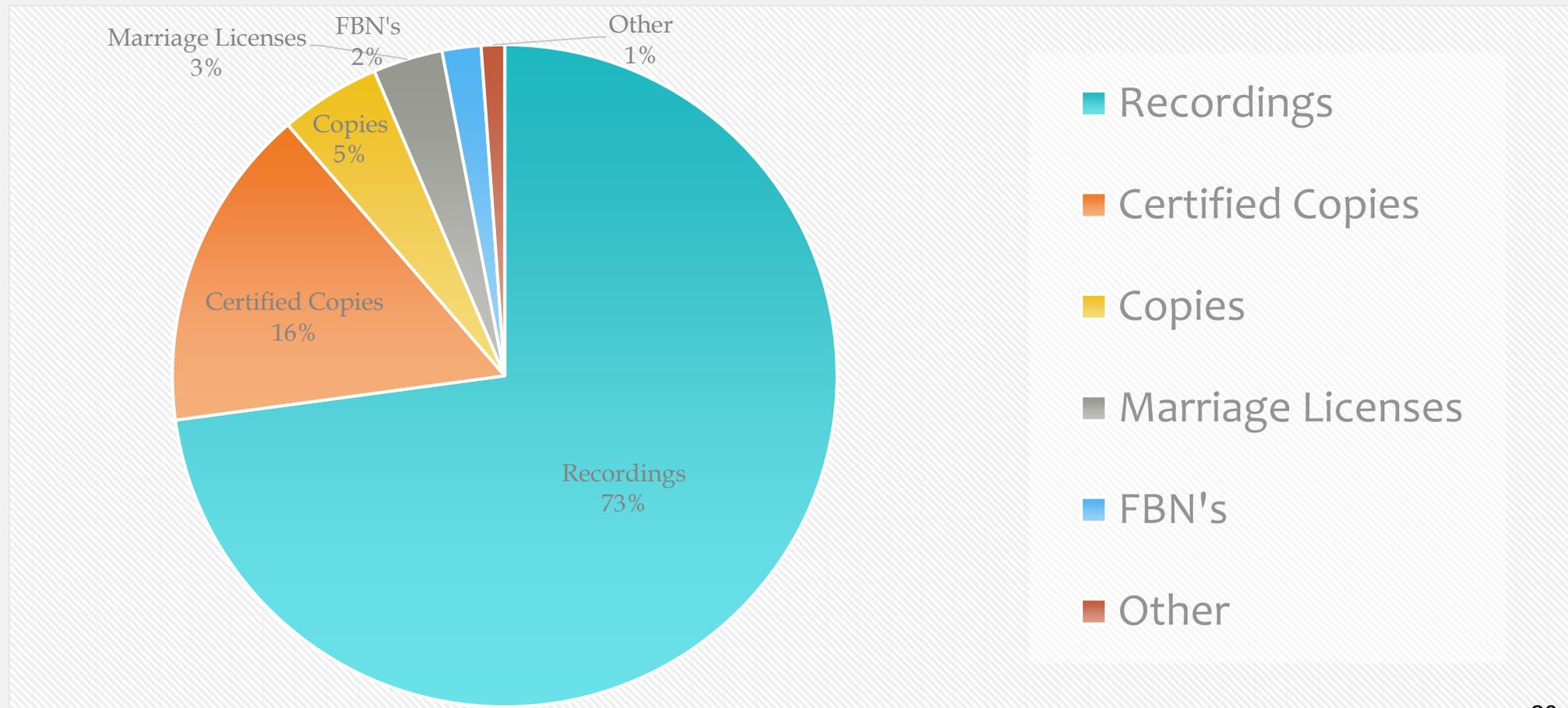
- › Real Property Records – deeds, leases, notices of completion
- › Financing Documents – deeds of trust, notices of default, reconveyances, financing statements
- › Maps – subdivisions, parcel divisions, surveys
- › Mining Claim Records – notices of location, proofs of labor
- › Military Discharge Papers (DD214)
- › Mechanics' & Tax Liens
- › 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 & Powers of Attorney
- › Roster for Public Agencies
- › Performing Civil Marriage Ceremonies
- › Oaths of Office

Volume Comparison

2019 – Total Transactions – 77,507



Projects



SOFTWARE

We are currently in contract negotiations and plan on returning to the board late February. We also are actively working on data cleanup and expect to implement by September 2020.



FEE STUDY

Per the request of the Board of Supervisors, we participated in a fee study. A hearing was conducted. New fees were adopted on November 5th with an effective date of January 1, 2020.



T.T. ESCAPES

We will be actively working with the Assessors Office to follow up on recovering documentary transfer tax escapes.



OFFICE SPACE

We are in the process of working with facilities on an office reconfiguration. It will allow us to be more efficient & serve the public better. As well as offering a private wedding venue which will potentially increase revenues.

Goals





Thank You

Questions?