



Recorder-Clerk Overview

February 12, 2019

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El Dorado County Recorder-Clerk

Recorder-Clerk Purpose & Existence

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 establishing ownership of land in the County or as required by local, state and federal law. The Recorder also calculates and collects all applicable recording fees and documentary transfer tax. Official Records are recorded, scanned, indexed and stored.

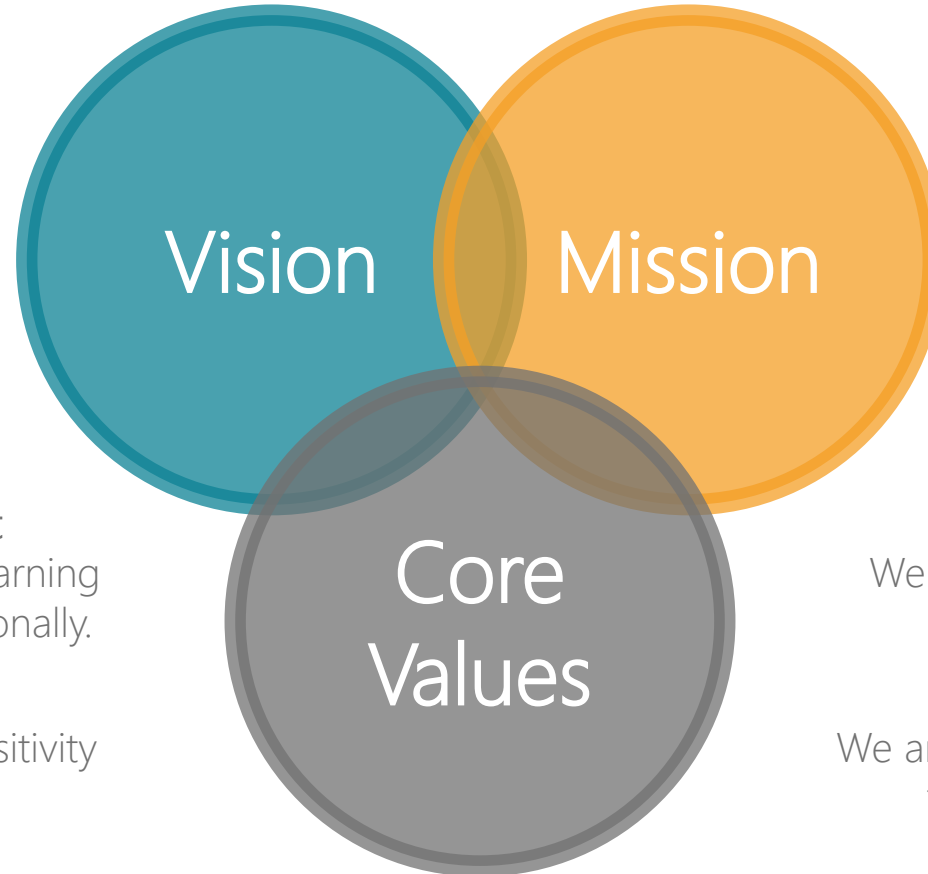
The public may search, view and for a fee purchase a copy of these records.

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.

Recorder-Clerk Vision, Mission & Core Values

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



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

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.

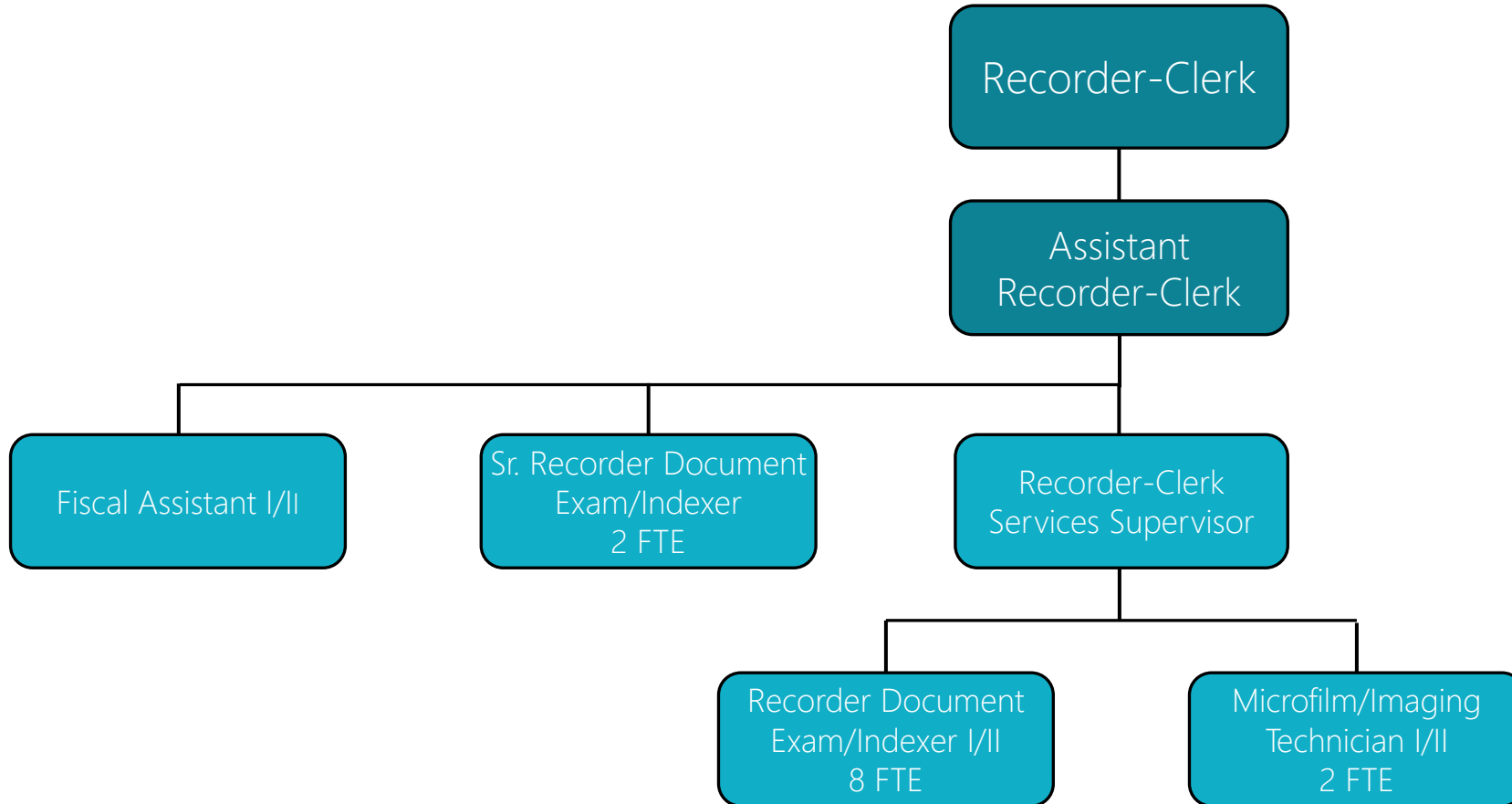
Communication

We are dedicated to open, honest and trustworthy communication.

Equality

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

Recorder-Clerk 2018/2019 Organizational Chart



Total FTE: 16

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

Budget 2018/2019: \$1.9 Million (No Net County Cost)

Recorder-Clerk 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

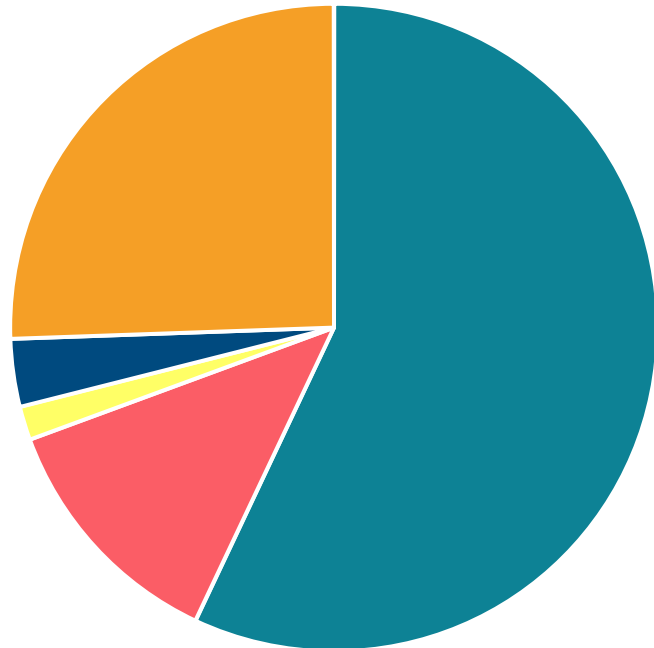
CLERK

- › 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

Note: The staff is forbidden by government codes to practice law or provide legal advice; this prohibition includes giving advice about what forms you might need or how you should fill them out.

Recorder-Clerk Volume Comparison

2018
Total Documents Processed
86,490



■ Recordings ■ Certified Copies ■ FBN's ■ Marriage Licenses ■ Other Copies

Recorder-Clerk Projects & Challenges



SOUTHTECH

We are currently working on the transition from AtPac to SouthTech. Estimated completion is before the end of the fiscal year.



FEE STUDY

Per the request of the Board of Supervisors, we participated in a fee study. It was filed with the BOS in December. Recommendations based on the study will be presented at an upcoming meeting. (TBD)



BMI

We just finished up a project that took all microfilm/microfiche from 1850-1980 and converted them to digital images. This will be make viewing images more efficient & user friendly.



OBSERVATION

The number of recordings have decreased over the past 3 years from a high of 64,547 to 49,322. There has been an increase in requests of vital records since CA Real ID was implemented.



SOUTH LAKE TAHOE

We are in the beginning stages of planning the relocation of the office. The first of two moves will most likely take place next year. We are working with Facilities on this transition.

Recorder-Clerk Goals





Thank You