



Recorder-Clerk Overview

February 2, 2021

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.

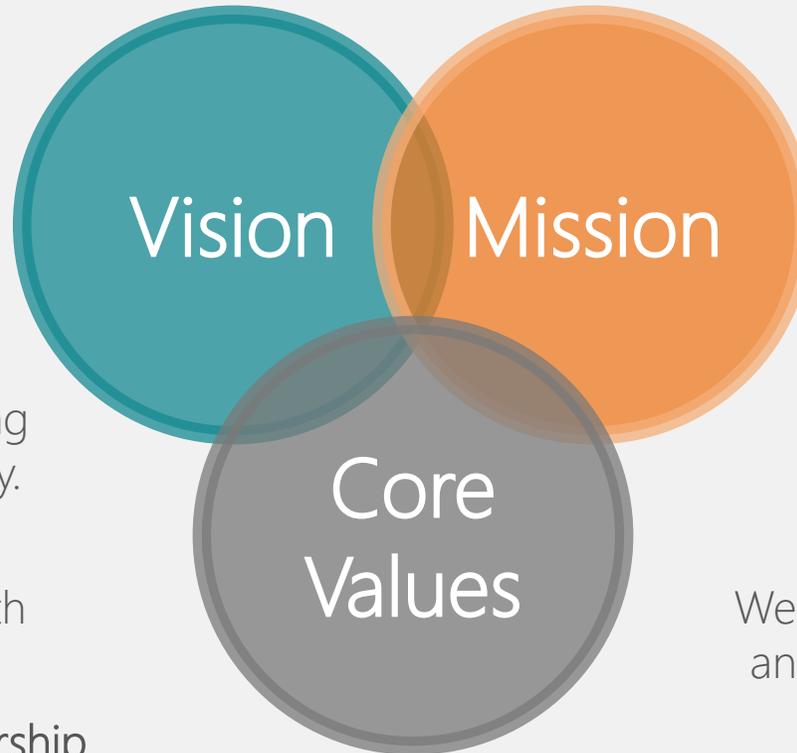
The County Recorder is responsible for examination and recording of documents presented to the office that deal with real property in the County or as required by local, state and federal law. Official Records are recorded, scanned, indexed and stored. The public may search, view and purchase a copy 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.



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.

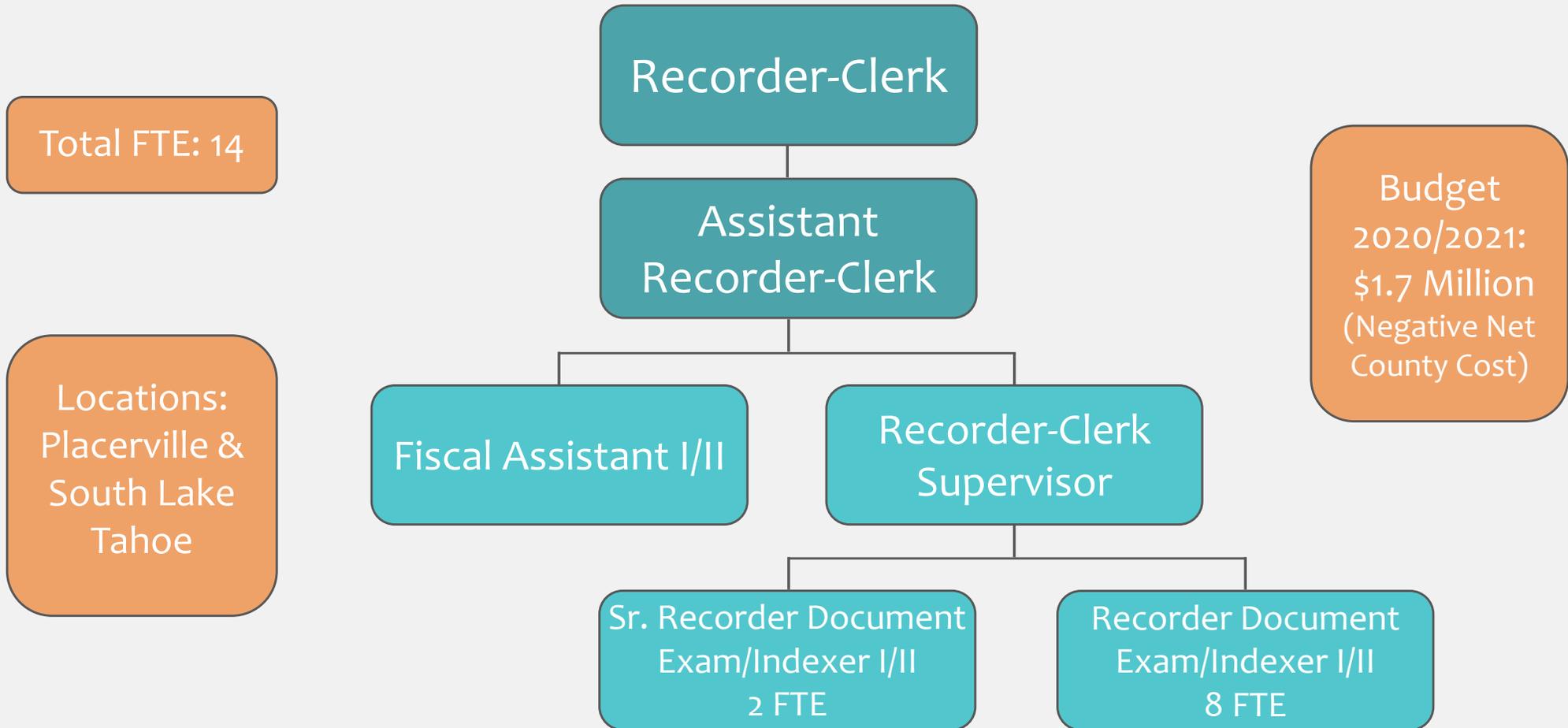
Ownership
We take responsibility to fulfill the duties of the Recorder-Clerk through personal accountability.

Integrity
We provide courteous, transparent and efficient services.

Communication
We are dedicated to open, honest and trustworthy communication.

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

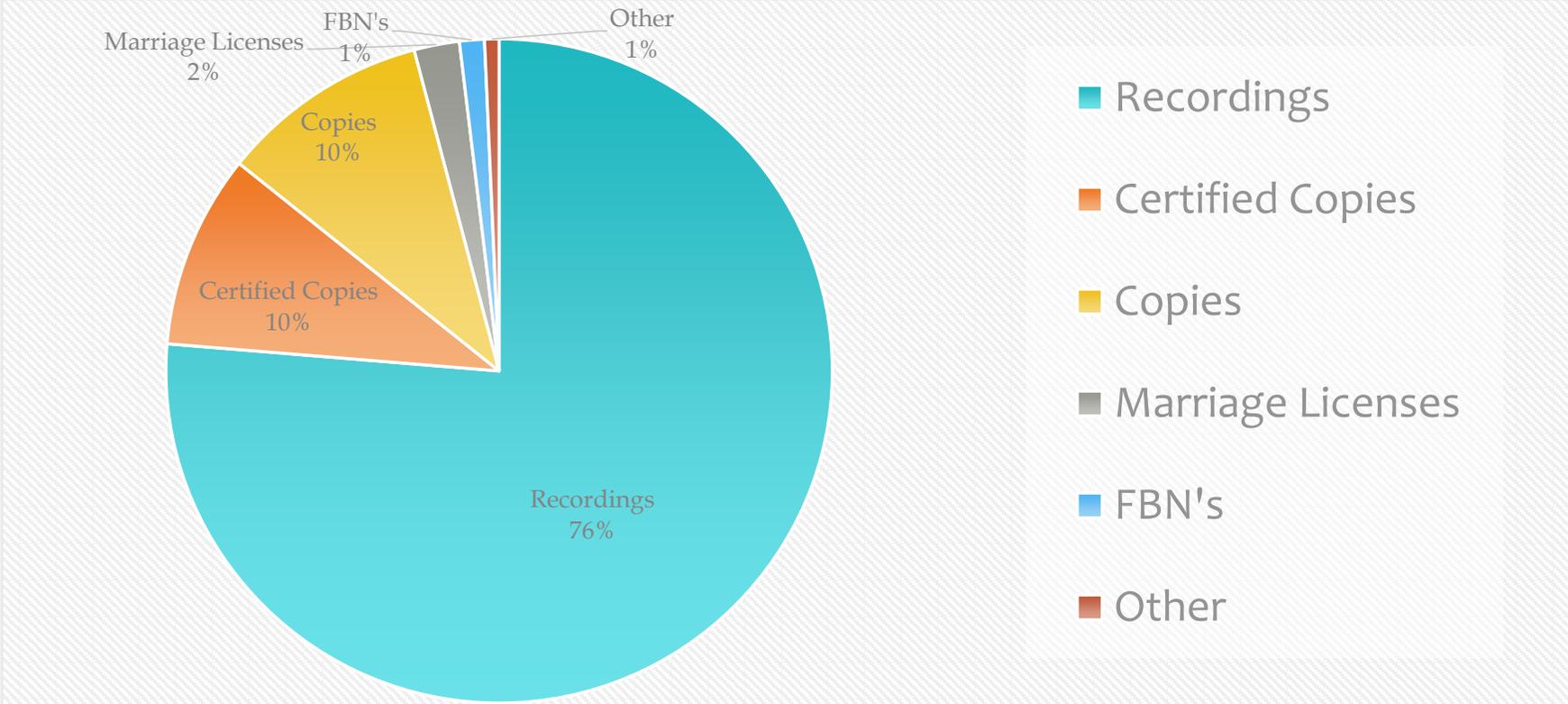
- › Real Property Records – deeds, leases, notices of completion
- › Financing Documents – deeds of trust, notices of default, reconveyances, financing statements
- › Maps – subdivisions, parcel divisions, surveys
- › Mining Claim Records – notices of location, proofs of labor
- › Military Discharge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

2020 – Total Transactions – 100,939
Overall Increase of 30%



Projects



SOFTWARE

We successfully implemented our new software system Tyler Eagle, August 31, 2020. We completed this project in record time (6 months) & under budget.



OFFICE SPACE

Phase 2 of our office reconfiguration was completed in December 2020. We now have a highly efficient & functional office that serves the community to the best of our ability.



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.



FEE STUDY

As promised, after implementing our new software system, beginning March 2021, we will start conducting a new study to verify we are in line with the County's goals.

Reconfiguration

BEFORE



Reconfiguration

AFTER



Reconfiguration

BEFORE



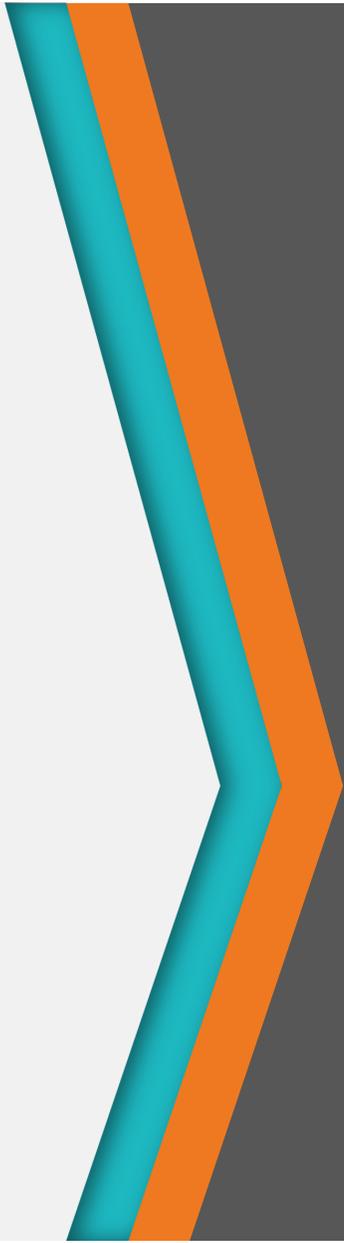
Reconfiguration

AFTER



Goals





Thank You

Questions?