The divisions of the Clerk-Recorder-Assessor Department are Administration, Elections, Clerk-Recorder, Information Systems, and Assessor, with a staff equating to 109 full time equivalents, net of budgetary salary savings, providing services at three locations in south and north county.

Administration
The Administration Division is primarily responsible for budgeting, accounting, personnel and departmental management. This division coordinates the development, submittal and administration of the departmental budget, assists division managers regarding classification, recruitment, selection and appointment of new employees, and develops and maintains the department's training and orientation program for current and new employees.

Elections
The Election Division is responsible for conducting elections, designing precinct and district boundaries, identifying polling places and recruiting election officers, maintaining voter registration records, processing absentee ballot applications, and verifying petitions. The Division also manages candidate and campaign filings as well as conducting State and Federal voter outreach programs.

County Clerk Recorder
The Recorder Division is responsible for the recording and archiving of official records, maps relating to real property and vital records, the filing of fictitious business statements and notary bond applications, archiving and issuing vital records, and the processing of passport applications.

Information Systems
The Information Systems Division is responsible for providing support and visionary technical direction to all functions of the Clerk-Recorder-Assessor Department in support of each division's mission and goals.

Assessor
The Assessor Division’s responsibility, utilizing information systems technology, is to identify, assess, value, and maintain assessments of all real, business, and mineral properties taxable under the authority of the State of California and to create, maintain, and disseminate cadastral (land ownership) maps that accurately describe all Assessment Roll parcels. The division defends property valuations under appeal before the Assessment Appeals Board.

The Elections Division strives to maintain or increase absentee voting at a rate equal to or higher than the previous comparable election. The number of absentee votes has increased over time as seen in the chart.

The Information Technology strives to maintain and provide system enhancements to the Assessor property tax systems. As an example, the use of the Business Property Statement E-File system developed a couple of years ago, continues to grow creating greater customer focus and operating efficiencies in the Assessor.
To ensure an efficient and responsive government, the County will maintain the rate of General Liability claims filed to no more than 90 - 100% of the previous year's actual claims filed.

As an efficient and responsive government, the County will maintain the rate of Workers' Compensation claims filed between 90 - 100% of the previous year's actual claims filed.

As an efficient and responsive government, the County will maintain a productive workforce through a departmental Lost Time Rate of 4.9% or less.

As an efficient and responsive government, the County will maintain a quality workforce through completing 95 - 100% of departmental Employee Performance Reviews (EPRs) by the Anniversary Due Date.

To promote the financial stability of the County, annually conduct 11 transient occupancy tax audits.

Submit an on-time and balanced budget.

NOTE: These cost centers are for fiscal tracking purposes only.
### Divn 03 – Clerk Recorder

**Program 3000**

- **Cost**: $4.4M / $822.1K
- **FTE**: 20.0

**Obj:** Record and archive all County official records, vital records, accept and file all clerk filings, and performance of marriage services.

**Perf. Measures:**
- Ensure timely processing of official records by recording and mailing documents received within 7 business days of receipt of document.
- Ensure timely recordation of reconveyance documents within 2 business days of receipt of document.
- Ensure timely recording of title company official records by recording documents received the same business day.

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### Divn 04 – Information Systems

**Program 4001**

- **Cost**: $313.9K / $259.4K
- **FTE**: 2.0

**Obj:** Maintain and provide system enhancements to the Assessor property tax systems.

**Perf. Measures:**
- Resolve computer and system downtimes due to departmental connection problems within XX hours of problem reporting.

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### Divn 02: LAN Administration

**Program 4002**

- **Cost**: $261.0K / $118.0K
- **FTE**: 1.0

**Obj:** Maintain and provide system enhancements to the Assessor property tax systems.

**Perf. Measures:**
- Ensure timely processing of official records by recording and mailing documents received within 7 business days of receipt of document.
- Ensure timely recordation of reconveyance documents within 2 business days of receipt of document.
- Ensure timely recording of title company official records by recording documents received the same business day.

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### Divn 01: IS Development and Maintenance

**Program 4000**

- **Cost**: $1.0M / $1.0M
- **FTE**: 6.7

**Obj:** Provide technological support and direction to the department operations in support of the department’s missions and goals.

**Perf. Measures:**
- Ensure timely processing of official records by recording and mailing documents received within 7 business days of receipt of document.
- Ensure timely recordation of reconveyance documents within 2 business days of receipt of document.
- Ensure timely recording of title company official records by recording documents received the same business day.
Sub-Divn 03: Business/Minerals
Obj: Discover, identify, value, and assess all taxable personal property, mineral, oil and commercial properties to produce the secured and unsecured assessment rolls.

Division: # & Title from CCID Cost Center Report
Cost Center: Budget/GFC from CCID (Financial Data by Cost Ctr)
Sub-Divn: # & Name from Cost Center Report
Descr: From CCID Inventory
Program: Title from CCID Number From CCID Budget/GFC from CCID (Financial Data by Prog) FTE: CCID

Performance Measure Legend
Department-wide Effectiveness Performance Measure
Change to Performance Measure
Performance Measure to Delete
New Performance Measure
Budgets shown in Millions ($M) or Thousands ($K)
Program Budgets are $Total Uses / $ Total General Fund Contribution

Sub-Divn 01: Operations
Obj: Support and maintain ownership records and associated property descriptions, exclusions, and exemptions for all assessor parcels in the County.
Operations
Program 3100 $1.5M / $1.5M FTE: 16.1
Mapping
Program 4002 $493.7K / $493.7K FTE: 5.0

Real Property
Program 5000 $2.0M / ($1.1M) FTE: 17.3

Business and Minerals
Program 6000 $2.8M / $2.7M FTE: 25.9

Operations
Successful mapping each fiscal year of all requested and mandated mapping changes for assessment purposes. Monthly updating of the Assessor Parcel layer in GIS for incorporation into the County base map.

Business and Minerals
Complete 85% of quarterly open market sales of primarily homogenous residential properties within 90 days of event (sale) date.

Mapping
Complete 80% of Mandatory Business Audits within 20 days from audit commencement.