

Fiscal Year 2008/2009 Budget Program Description

County Recorder

Department Mission Statement:

The mission of this office is to record, maintain and to retrieve all real estate records, documents and plats of subdivision in McHenry County while providing an efficient office giving the public courteous, fast & correct information on any of the over 2 million documents recorded.

Program Description (By OCA Code)	Customers Served	Mandated Service	Funding Source
<p><u>OCA: 150005 – COUNTY RECORDER</u></p> <p><u>Administration Department</u> Chief Deputy Recorder, Office Manager All record keeping for the office including personnel and payroll; maintain updated accrual balances according to ADP, ETime and our own spreadsheets. Prepare Payroll Advice forms whenever needed. Work with the Recorder and Human Resource Director to maintain progression of new McHenry County Job Classification System. Hiring, yearly evaluations, problem solving, preventing personnel problems, employee cross-training, training videos, acknowledge employee “year of service. Track progress of work in all departments, daily. Hold morning supervisor meeting and “relays” with office staff at the start of each work day to keep staff well-informed of all pertinent issues. Budget preparation, and office expense planning which includes tracking of the <i>Office Equipment List</i> , <i>Capital Improvement Plan (CIP)</i>, <i>Disaster Recovery/Business Continuity Plan</i>; accounts payable and expense posting; solve difficult research problems for the public; oversee contracts for eRecording and for periodic maintenance of office equipment; handle various inventories for the office i.e. offsite film storage, contractual printing, rebinding and repair of vault books; records disposal; prepare all letters, mailings, charts and reports for the Recorder; maintain specialized records; data collection. Research products and prepare requisitions for equipment acquired through the County Purchasing Department. Attend conferences for <i>IACREOT</i>, <i>IACCR</i>, <i>Illinois Clerks and Recorders Zone IV</i>; various meetings with vendors for enhanced products and services to run the office. Communicate with the County State’s Attorney on various correspondence and contracts for the office, issue informational press releases to the public. Oversee security surveillance and panic alarms throughout the office.</p>	<p>General public, title companies, County Board and various other County Offices.</p>	<p>Counties 55 ILCS 5/3/5005.1 Essential services in the operation of the Recorder’s Office.</p>	<p>Recording fees Copy fees</p>

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<p><u>Accounting Department</u> All duties connected with daily bookkeeping and posting of all accounts receivable records for the Recorder's Office. Collecting and balancing all cash, checks and charges from paper and electronic document recordings, and copy fees; documenting monthly and yearly financial reports for the office and filing financial reports with other County Offices. Correspond with State and Federal Government regarding charges and payments on recordings; preparing and mailing quarterly billings to Laredo subscribers, delivering daily bank deposits, and re-filing of two revenue transfer tax machines with the Illinois Department of Revenue. Calculate, collect, and track \$10 surcharge for the Rental Housing Support Program (RHSP) and transfer required portion of funds to the State of Illinois by the 15th of the month; collect and deposit funds for County's GIS. Attend various meetings and conferences, and future planning for the Recorder's Office.</p>	<p>General public, title companies, Laredo customers, State and Federal Government, County Board and various other County Offices.</p>	<p>Counties 55 ILCS 5/3/5005.1 Essential services in the operation of the Recorder's Office. Counties 55 ILCS 5/3-5018, Fees. PA 094-0118 (RHSP Surcharge)</p>	<p>Recording fees Copy fees RHSP Surcharge - (Recorder's Portion)</p>
<p><u>Recording & Public Service Department</u> Process and record (in conjunction with the Recorder's Mail Dept.) approximately 315 documents delivered daily from title companies, mail, walk-in customers, and electronic recordings. Check all original documents received for Illinois State Statute (legal) requirements and proper recording fee; stamping each document with a recording number and bar code. Assist approximately 45 customers daily at the counter and on the phone with various questions, requests, and property information searches. Provide complimentary service of making and sending copies of Illinois Transfer Declaration Forms and newly recorded plats to 17 Township Assessors weekly to assist them in updating assessments. Affix Real Estate Transfer Tax Stamps onto deeds, and operate quality control check of each document for scanning preparation. Assist counter customers with searching records through internal land records management system (idoc), Devnet program provided by the Treasurer's Office to search property index numbers (PIN). Assisting telephone customers and providing information on external land records management system (Laredo) and Tapestry II. Maintain reference book of up-to-date Illinois State Statutes for customer service counter; along with resource book to answer questions and provide information. Collect and track customer comments. Our goal is to maintain a 2-day working day turnaround of original documents to customers.</p>	<p>General public, attorneys, veterans, title companies, surveyors, realtors, genealogists, appraisers, banks, mortgage companies and municipalities. Also served is staff from the offices of the Assessor, Treasurer, Planning & Development, Health, Transportation Division, State's Attorney, GIS, and Sheriff, as well as 17 Township Assessors.</p>	<p>Recording Fees 55 ILCS 5/3-5018, Recording Requirements. Various Statutes Standardized Form 55 ILCS 5/3-5018 Real Estate Tax Transfer Stamps 35 ILCS 200/31-15 McHenry County Ordinance No. 0-9311-500-68 Automation Fund 55 ILCS 5/3-5018 McHenry County Ordinance No. 0-909-1200-8</p>	<p>Recording Fees Real Estate Transfer Tax Stamps Automation fees Copy fees</p>
<p><u>Mail Department</u> Sort and distribute all incoming mail within the Recorder's Office; processing and recording all incoming mail while checking all original documents received for Illinois State Statute requirements and proper recording fee. Track and monitor quantity of accepted recordings vs. rejected documents consistently working with customers to reduce the number of rejected documents and refund checks issued.</p>	<p>General public, attorneys, veterans, title companies, surveyors, realtors, genealogists, appraisers, banks, mortgage companies and municipalities. Also served is staff from the offices of the Assessor, Treasurer, Planning & Development, Health, Transportation Division, State's Attorney, GIS, and Sheriff, as well as 17 Township Assessors.</p>	<p>Recording Fees 55 ILCS 5/3-5018, Recording Requirements. Various Statutes Standardized Form 55 ILCS 5/3-5018 Real Estate Tax Transfer Stamps 35 ILCS 200/31-15 McHenry County Ordinance No. 0-9311-500-68 Automation Fund 55 ILCS 5/3-5018 McHenry County Ordinance No. 0-909-1200-8</p>	<p>Recording Fees Real Estate Transfer Tax Stamps Automation fees Copy fees</p>

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<p><u>Scanning Department</u> Scan all document pages to optical disk and create two additional rolls of microfilm for archival purposes. Quality control checking of annotation numbers on document pages. Print one hard copy of each document. For the Backfile Conversion Project, inspect and import cleaned-up and enhanced document images and index files into computer system.</p>	<p>General public, attorneys, veterans, title companies, Laredo customers, surveyors, realtors, genealogists. Also served is staff from various Township Assessors.</p>	<p>Local Records Act 50 ILCS 205/1</p>	<p>Automation fees</p>
<p><u>Indexing Department</u> Timely and accurately index approximately 300 documents into the computer daily. Re-key verification of all documents for a combined total of 600 documents (if information is not keyed accurately the retrieval of that information would be impossible). Print out daily entry report which is filmed for the Recorder's records and the hard copy is forwarded to the Assessor's Office for their information. (Otherwise we would throw it away.) Process, file, index and verify UCC's (Uniform Commercial Code Documents), UCC searches. Through the Deed Notification Program, mail postcard to property owner of any deed recorded to alert them of the change of ownership.</p>	<p>General public, attorneys, veterans, title companies, Laredo customers, surveyors, realtors, genealogists.</p>	<p>Indexes 55ILCS 5/3-5025 Recorder shall keep various indexes of recorded documents.</p>	<p>Recording fees</p>
<p><u>Microfilm Department</u> Process and duplicate microfilm; film all plats, UCCs, military discharges and entry books while maintaining onsite and offsite microfilm storage of all film and their contents on computer. Scan all plats and import into computer system, Operate and maintain various microfilm and scanning equipment within department and Record's Library. Knowledge and use of chemicals and proper disposal methods. Make approximately 450 microfilm copies daily for customers, including vault printer. Fill copy requests of all documents including plats, certified copies, or military discharges using various scanning, microfilm, fax or computer programs. Receive fax requests and fax copies manually, or via computer from document image or microfilm jacket. Process monies and credit card information for copy orders taken over counter, received via fax or by mail. Post daily charges using idoc program; maintain counts of copies made and monies received for department reports and daily status report. Send original microfilm off-site to secure temperature and humidity controlled facility. Coordinate and track original microfilm rolls for clean-up and enhancement. Scan and import images of new plats. Securely maintain information on all Military Discharge Records. Retrieve and fill copy request orders from the original plats in Recorder's vault and from approximately 4,000 subdivision plats currently scanned into the Recorder's computer system. Make and supply complimentary copies of all recorded plats to various County offices. Maintain all scanned records on older "miscellaneous books" such as Surveyor's Record Books, McHenry County Plat Books and Government Field Notes for ease in retrieving information. Send film for monthly Methylene Blue Testing keeping log on test results.</p>	<p>General public, attorneys, veterans, title companies, Laredo customers, surveyors, realtors, genealogists, appraisers, banks, mortgage companies and municipalities. Also served is staff from the offices of the Assessor, Treasurer, Planning & Development, Health, Transportation Division, State's Attorney, GIS, and Sheriff, as well as 17 Township Assessors.</p>	<p>Local Records Act 50 ILCS 205/1</p>	<p>Recording fees Copy fees Faxing fees</p>

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<p><u>OCA: 150100 – COUNTY RECORDER</u></p> <p><u>Computer Technology Department</u> With integral knowledge of Recorder's Office computer systems and equipment, responsible for day-to-day operation and trouble-shooting of all computers, storage area network (SAN), and computer-related equipment; including network printers and scanning equipment within the Recorder's Office and vault area. The department communicates with the County IT Department, a 24/7 point-person provided by our technology software vendor, and outside vendors to maintain and install computer equipment and software; along with researching future automation technology needs for the office. Monitors real-time replication of images and indexing; along with Laredo off-site for disaster recovery/business continuity. Track and maintain Social Security Number Redaction records for the office; working with a software program our technology vendor designed to help defray identity theft and block out personal information listed on documents. Maintain plat indexes and initiates the set-up for new Laredo subscribers; while providing service for over 100 Laredo customers. The Laredo program is installed as a complimentary service in many County offices. These offices realize an annual savings in Laredo subscriber fees amounting to \$4,000 to the County Assessor's office, and \$1,000 each for the following offices: Treasurer, Planning & Development, Health Department, Transportation Division, State's Attorney, and GIS: plus, saving an invaluable amount of time not having to send their staff over to search the Recorder's records, and Recorder's staff to print copies. Head-up Property Fraud Alert Program in conjunction with Recording & Public Service Department; coordinate set-up of electronic recording vendors in computer system and oversee electronic recordings. Track office supply inventory and order day-to-day supplies. Research products and prepare requisitions for equipment acquired through the County Purchasing Department.</p>	<p>General public, attorneys, veterans, title companies, Laredo Customers, surveyors, realtors, genealogists, appraisers, banks, mortgage companies and municipalities. Also served is staff from the offices of the Assessor, Treasurer, Planning & Development, Health, Transportation Division, State's Attorney, GIS, and Sheriff, as well as 17 Township Assessors.</p>	<p>Not mandated</p>	<p>Automation fees</p>
<p><u>Backfile Conversion Department</u> In conjunction with converting original microfilm rolls from previously recorded documents to digital image; this department is responsible for indexing and verifying information and adding these records simultaneously with newly recorded documents. Each record added increases productivity and efficiency for the office allowing staff, title searchers and the general public to view or print copies in the office or offsite on the Laredo or Tapestry II programs (at the user's cost for paper, copy machine wear and tear, and toner) . Considerable savings are also realized as huge amounts of staff time are saved by not having to search in the "books". The goal is "No More Books by 2012". The year 1960 is complete – indexed and re-key verified; almost 48 years of document information and images instantly available on computer within the office and off-site through Laredo. Phase III was completed and Phase IV (1962 back to 1900) commenced. All original microfilm dating back to 1839 is in the works to be converted to DVD image for importing and indexing into our computer system. The microfilm conversion includes clean-up and enhancement of images.</p>	<p>General public, attorneys, veterans, title companies, Laredo Customers, surveyors, realtors, genealogists, appraisers, banks, mortgage companies and municipalities. Also served is staff from the offices of the Assessor, Treasurer, Planning & Development, Health, Transportation Division, State's Attorney, GIS, and Sheriff, as well as 17 Township Assessors.</p>	<p>Not mandated</p>	<p>Automation fees</p>