



Department 402 County Clerk  
Department 413 Elections

# FY 2011 COUNTY CLERK BUDGET PRESENTATION



# County Clerk's Team

The County Clerk's professional and cross-trained team of 14 Full-time clerks and one Part-time clerk set the tone of how all government offices should operate when it comes to the superior way that services are provided to our public and to our "commission" based customers. As the center of county government, the County Clerk's offices handles all the records of Jefferson County from birth until death!

# Our Organization

## **Clerk of the County Commission**

- Jennifer Maghan, County Clerk
- Gail Magaha, Chief Deputy County Clerk

## **Front Office**

- Katrina Bloomer, FT Deputy Clerk
- Maria Pagano, FT Deputy Clerk – Webmaster and Spanish Speaking Clerk
- Cherokee Grim, FT Deputy Clerk
- Bonnie Dorman, FT Deputy Clerk – software applications specialist

## **County Finance**

- Vivian Fields, FT Deputy Clerk - Accounts Payable Specialist
- Sally Gran, FT Deputy Clerk – Payroll and Benefit Specialist

## **Recording and Indexing**

- Cheryl Barker, Deputy Clerk
- Jerri Herbert, FT Deputy Clerk
- Sheila Testerman, PT Deputy Clerk
- FTE (Will be filling this position)

## **Probate**

- Karen Olden, FT Deputy Clerk
- Lynn Fields, FT Deputy Clerk

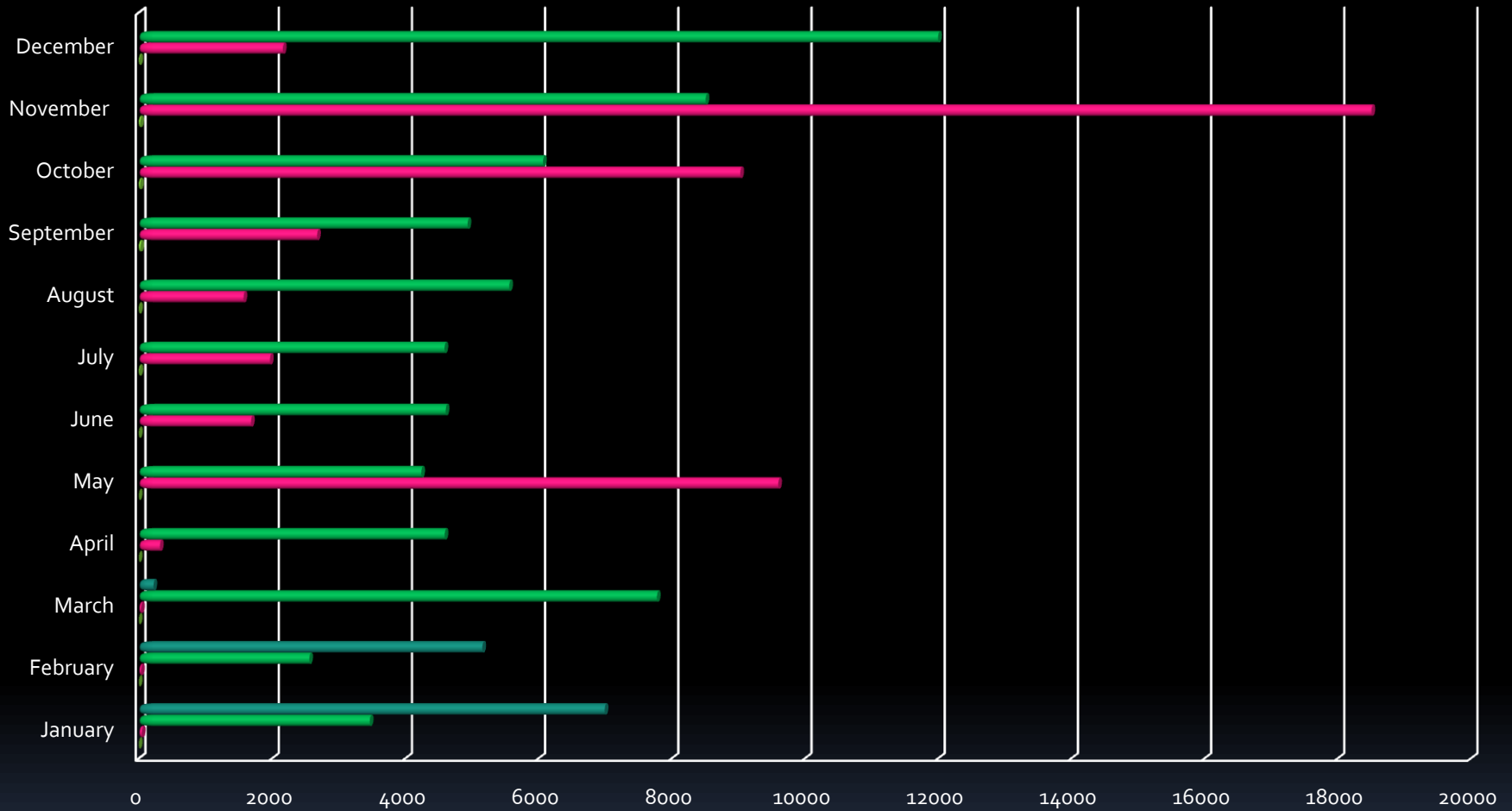
## **Voter Registration and Elections**

- Nikki Painter, FT Chief Deputy Clerk of Elections
- Wendy Evangelisti, FT Deputy Clerk

# Our Accomplishments

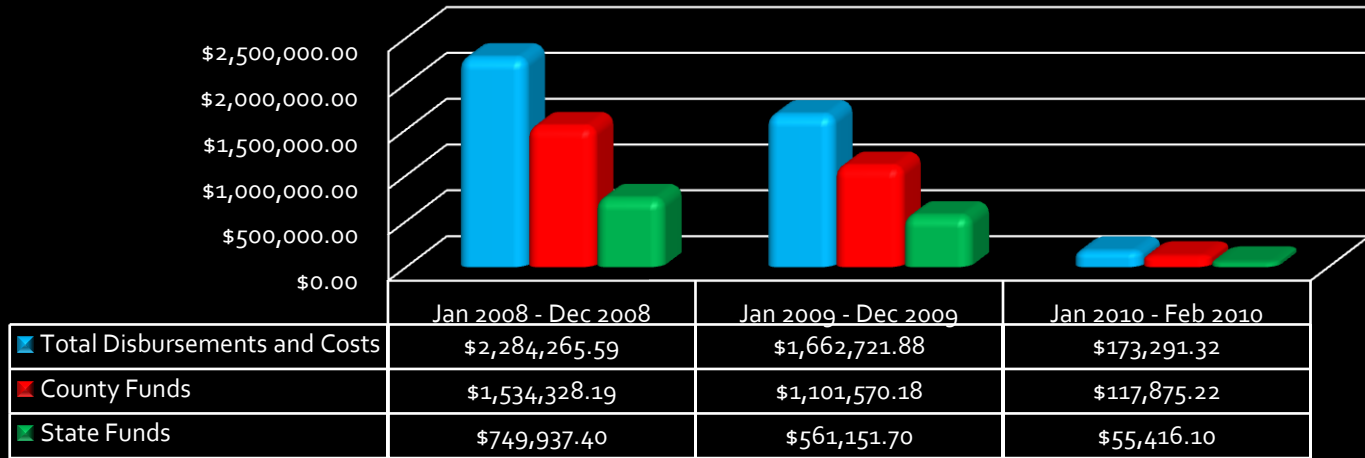
- Successfully conducted two special elections
- Indexed & corrected all of the Birth Records from 1917 – Present
- Indexed all of the 1952 – Present for Death Certificates
- 30 Years of Marriage Records Indexed
- Probate Records are fully maintained on new indexing system
- Implemented Social Networking with Facebook - broadcasting special notices and Election Information
- All County Ordinances Recorded & Indexed
- Manually released 24,500 assignments, judgments, liens, etc
- Maintained up-to-date website with meaningful and official information
- Username/Password registration available to print on-line records
- Implemented ClerkEPass Federal Electronic Signatures in Global and National Commerce Act Section 101, (d)(1)(B) and all of the requirements imposed by all of the 50 states electronic signature requirement as well as electronic signature requirement

# Jeffersoncountyclerkwv.com Web Site Usage

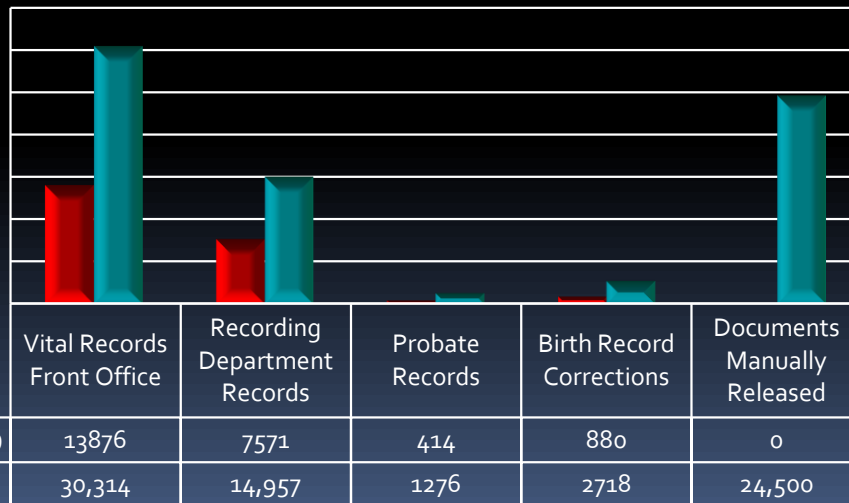


	January	February	March	April	May	June	July	August	September	October	November	December
2010	6995	5158	220									
2009	3468	2560	7779	4592	4242	4608	4590	5562	4936	6069	8511	12002
2008	46	35	35	317	9601	1685	1970	1573	2677	9031	18508	2163
2007	0	0	0	0	0	3	11	6	25	19	21	10

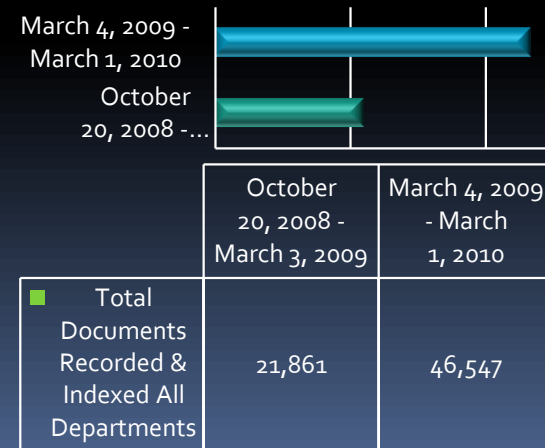
## Clerk's Monthly Report Totals



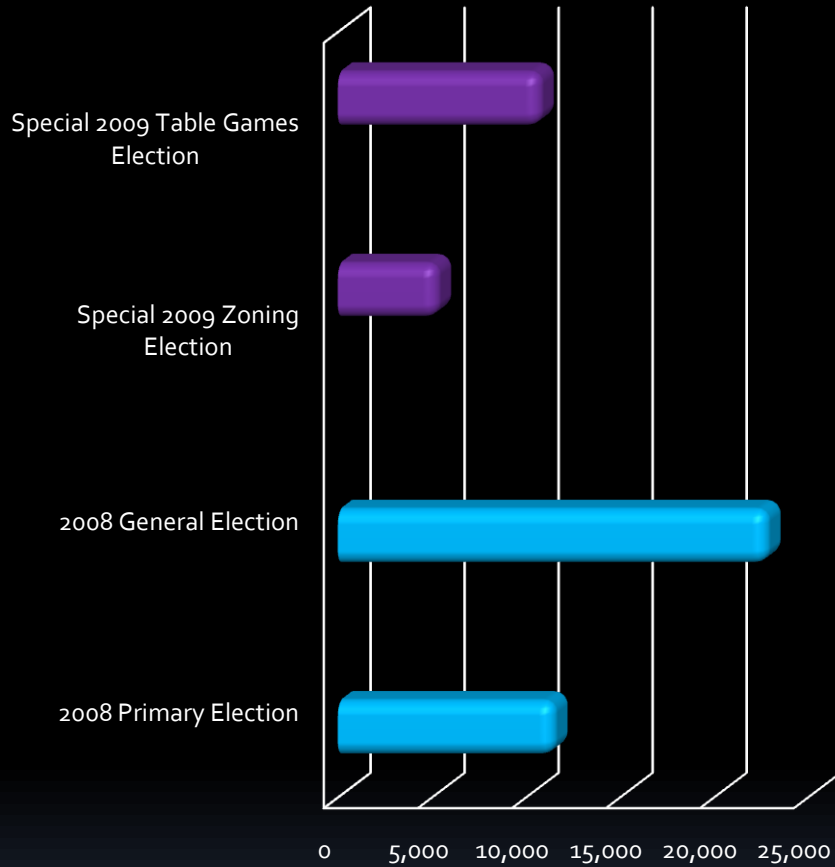
## County Clerk Records Report



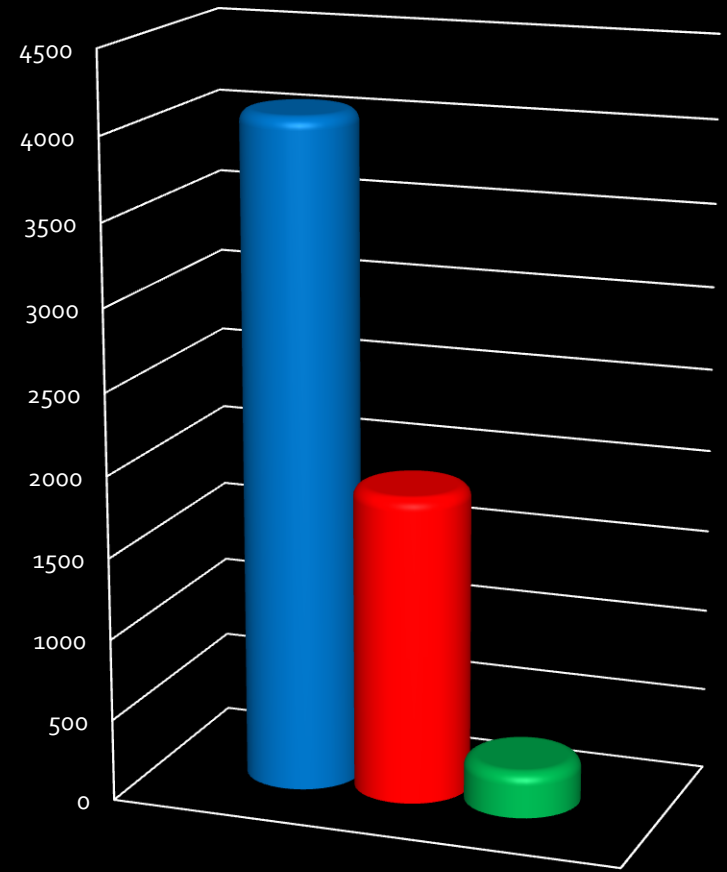
## Total Documents Recorded & Indexed All Departments



# Elections Votes Cast Totals



	2008 Primary Election	2008 General Election	Special 2009 Zoning Election	Special 2009 Table Games Election
2009 Votes Cast			5,253	10,715
2008 Votes Cast	11,448	22,771		



# New Voter Registrations

	New Voter Registrations
Jan 2009 - Dec 2008	4,081
Jan 2009 - Dec 2009	1,881
Jan 2010 - Feb 2010	279

# Future Goals

- Link all plats to the deeds and make available on-line
- Scan & Index DD-214's
- Scan & index all County Commission Records
- Complete 40 years of Marriage Index Records
- Link Birth & Death Records to prevent identity theft.

# Services Provided

- Gratis Notary Services for the Public
- Recording, Certify Documents
- Public Records Management
- Online services
- Spanish and Korean Speaking Clerks on staff
- Issuance of and provide marriage, birth, death, hunting and fishing licensees.
- Probate Estates
- Land Redemption
- Genealogy Research
- Accounts Payable
- Payroll and Benefits
- Historical tours and school aged tours, self published historical pamphlets
- Maintain Voter Registration Records
- Elections
- Provide Clear and easy to understand pamphlets about services our office provides
- Summer work programs for students