

OFFICE OF THE WARREN COUNTY CLERK  
PAMELA J. VOGEL, COUNTY CLERK  
JODY ROSS, DEPUTY

**LEGAL RECORDING CLERK VACANCY**

The importance of filling the current vacancy of Legal Recording Clerk in the Clerk's Office, duties which are mandated by statute, cannot be understated or dismissed. The position is vital to the office operation, ensures equitable distribution of work activities in light of the county's obligation as part of our current CSEA contract, and provides necessary service to the public.

1. **Clerk's Office statutory responsibilities include:**

Record all real property transactions affecting land situated in the county.  
Process & file all documents for Supreme & Co. Court actions or proceedings.

All county land transaction must be recorded in Warren Co.  
Place of venue for court most often determined by county of residence.  
Consumer Credit Transactions/Judgments brought where transaction occurred.

Services performed are for Warren Co. residents and taxpayers (individuals and businesses).

2. Legal Recording Staff (1 Sr, 2 Legals) provides initial intake, examination, calculations, fee collection, certification for all documents processed in the Clerk's Office. Services public, professional, and judicial community.

3. Computerized processing performed by LRC: 200 unique document fee codes, 22 distribution codes, 14 office categories, calculation & collection of Mortgage Tax, Transfer Tax, Mansion Tax (multiple distributions/combinations inc: apportionments, exemptions, deductions, Basic, Add'l, Spec. Add., Basic & Special, Basic & Additional & comprehension of outside county tax rate).

| <b>Office Activity:</b> | <b>2007</b>      | <b>2008 (projections based on 3 ½ mo.)</b> |
|-------------------------|------------------|--|
| # Transactions          | 126,889          | 124,656                                    |
| # Recording Fees        | 37,995           | 33,630                                     |
| # Court Index Numbers   | 1,398            | 1,554 (11% >)                              |
| # Court No Fees         | 8,442            | 10,357 (22% >)                             |
| # Judgments             | 4,102            | 5,012 (23% >)                              |
| # Images/pages          | 113,000          | 120,000 with increase for ct imaging       |
| \$ Receipts             | \$ 11,526,371.50 | \$ 10,000,000.00                           |

While we may be experiencing a decline in RP recordings at this time due to economic times, we are experiencing increases in court cases, CNF, and filed judgments .

5. **County Clerk Staffing:**

|                                      |  |
|--------------------------------------|--|
| F/T Staff                            | 7 (does not inc. PJV, JR)                        |
| Front Counter                        | 3 Legal Recording Clerks (1 Sr, 2 Legal)         |
| Remaining # Days 2008 to Work:       | 167 Working Days (May 1-Dec. 31)                 |
| Total Earned Vac/leave               | 117 days (7 employees)                           |
| Total Leave Balance                  | 90 days (7 emp); Front Counter: 2 staff= 32 days |
| Leave taken 11/26-4/14/08 (106 days) | Front Counter: 2 staff-4 days (non-sick)         |
| % time short-staffed remainder yr.   | 54%  |

6. **Staff Salary Funding: CSEA/Full-time/A1410110/Grade 7/2008 Salary Schedule & Budget**

|                          |   |
|--------------------------|---|
| Current Salary:          | \$ 29,031 @ 4 <sup>th</sup> step  |
| Current Salary Paid YTD: | \$ 3214.34 of a total of \$ 7812.00<br>(\$ 4597.66 unexpended due to part-time status Jan-4/14/08). |
| <b>Base Salary:</b>      | <b>\$ 27,559 to fill vacant position</b>  |

**WARREN COUNTY**  
**Budget Performance Report**  
Through Date: 04/30/2008

| Account Number                         |                                 | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Bud. |
|--|---------------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|------|
| <u>Fund: A - General</u>               |                                 |                |                   |                |                            |                  |                  |      |
| <u>Revenue</u>                         |                                 |                |                   |                |                            |                  |                  |      |
| <u>Department: 1410 - County Clerk</u> |                                 |                |                   |                |                            |                  |                  |      |
| 1255                                   | County Clerks Fees              | 1,080,000.00   | 0.00              | 1,080,000.00   | 82,376.18                  | 0.00             | 229,643.47       |      |
| 1256                                   | Mortgage Tax                    | 2,150,000.00   | 0.00              | 2,150,000.00   | 81,791.86                  | 0.00             | 278,457.73       |      |
| Department Total: County Clerk         |                                 | \$3,230,000.00 | \$0.00            | \$3,230,000.00 | \$164,168.04               | \$0.00           | \$508,101.20     | \$   |
| <u>Expenses</u>                        |                                 |                |                   |                |                            |                  |                  |      |
| <u>Department: 1410 - County Clerk</u> |                                 |                |                   |                |                            |                  |                  |      |
| 110                                    | Salaries - Regular              | 555,629.00     | 0.00              | 555,629.00     | 18,808.81                  | 0.00             | 143,359.24       |      |
| 120                                    | Salaries - Overtime             | 2,000.00       | 0.00              | 2,000.00       | 295.34                     | 0.00             | 1,617.46         |      |
| 130                                    | Salaries - Part Time            | 6,000.00       | 0.00              | 6,000.00       | 0.00                       | 0.00             | 1,584.65         |      |
| 140                                    | Salaries - Sick Leave Incentive | 1,600.00       | 0.00              | 1,600.00       | 0.00                       | 0.00             | 0.00             |      |
| 210                                    | Furniture/Furnishings           | 10,000.00      | 0.00              | 10,000.00      | 0.00                       | 0.00             | 0.00             |      |
| 220                                    | Office Equipment                | 0.00           | 450.00            | 450.00         | 0.00                       | 0.00             | 0.00             |      |
| 260                                    | Other Equipment                 | 0.00           | 180.00            | 180.00         | 0.00                       | 0.00             | 0.00             |      |
| 410                                    | Supplies                        | 8,550.00       | 0.00              | 8,550.00       | 0.00                       | (54.00)          | 2,070.36         |      |
| 413                                    | Repair & Maint.- Bldg/Property  | 0.00           | 0.00              | 0.00           | 0.00                       | 0.00             | 0.00             |      |
| 418                                    | Ins-General Liability           | 0.00           | 0.00              | 0.00           | 0.00                       | 0.00             | 0.00             |      |
| 421                                    | Equipment Rental                | 8,900.00       | 0.00              | 8,900.00       | 139.06                     | 912.00           | 1,912.39         |      |
| 422                                    | Repair/Maint-Equipment          | 1,000.00       | 0.00              | 1,000.00       | 189.50                     | 0.00             | 189.50           |      |
| 423                                    | Telephone                       | 1,800.00       | 0.00              | 1,800.00       | 0.00                       | 0.00             | 246.66           |      |
| 424                                    | Postage                         | 16,000.00      | (630.00)          | 15,370.00      | 27.61                      | 0.00             | 2,758.78         |      |
| 425                                    | Reproduction Expenses           | 96,000.00      | 26,640.07         | 122,640.07     | 0.00                       | 35,338.93        | 19,952.57        |      |
| 426                                    | Subscriptions                   | 1,700.00       | 0.00              | 1,700.00       | 91.00                      | 0.00             | 286.00           |      |
| 427                                    | Memberships & Dues              | 220.00         | 0.00              | 220.00         | 0.00                       | 0.00             | 200.00           |      |
| 428                                    | Data Processing & Internet Fees | 340.00         | 0.00              | 340.00         | 0.00                       | 0.00             | 0.00             |      |
| 436                                    | Advertising Fees                | 200.00         | 0.00              | 200.00         | 0.00                       | 0.00             | 0.00             |      |
| 439                                    | Misc Fees & Expenses            | 0.00           | 0.00              | 0.00           | 0.00                       | 0.00             | 0.00             |      |
| 444                                    | Travel/Education/Conference     | 800.00         | 0.00              | 800.00         | 45.00                      | 0.00             | 156.00           |      |
| 453                                    | Uniforms & Clothing             | 350.00         | 0.00              | 350.00         | 0.00                       | 0.00             | 0.00             |      |
| Department Total: County Clerk         |                                 | \$711,089.00   | \$26,640.07       | \$737,729.07   | \$19,596.32                | \$36,196.93      | \$174,333.61     | \$   |
| Revenue Total:                         |                                 | \$3,230,000.00 | \$0.00            | \$3,230,000.00 | \$164,168.04               | \$0.00           | \$508,101.20     | \$   |
| Expense Total:                         |                                 | \$711,089.00   | \$26,640.07       | \$737,729.07   | \$19,596.32                | \$36,196.93      | \$174,333.61     | \$   |
| Fund Total: General                    |                                 | \$2,518,911.00 | (\$26,640.07)     | \$2,492,270.93 | \$144,571.72               | (\$36,196.93)    | \$333,767.59     | \$   |

RESOLUTION REQUEST FORM NO. 12

Schedule AA@

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation or termination. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department County Clerk

Title of Position Legal Recording Clerk

Base salary 27,559

Budget code and title A1410110 Full Time Salaries

This position is vacated due to: Retirement Resignation Termination Promotion Other

Employee No. 9607

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee County Clerk Date 4-21-08

- The Commissioner has no objection to the filling of the vacancy.
The Commissioner objects to the filling of the vacancy.

Commissioner Signature [Handwritten Signature]

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Clerk Date 5/1/08

- The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature [Handwritten Signature]

PERSONNEL COMMITTEE COMPLETES THIS SECTION

Date

- The Personnel Committee has no objection to the filling of the vacancy.
The Personnel Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature