Fiscal Year 2012/2013 Budget
Program Description

County Clerk

Department Mission Statement:

It is the mission of the County Clerk's Office to conduct all elections in a fair, accurate, impartial and efficient manner. The County Clerk's Office will preserve all election results and make said files accessible to all people. **Said office will accurately maintain all filings and records as mandated by law.**

Program Description (By OCA Code)	Customers Served	Mandated Service	Funding Source
OCA: 140001 County Clerk - has numerous record-keeping functions, some growing out of the position of clerk of the county board, some from the keeping of vital statistics, or from the conduct of elections.			
Clerk of the County Board: The County Clerk is the keeper of the seal of the county (55ILCS5/3-2008) As clerk of the county board of his/her county, he/she keeps an accurate record of the proceedings of the board, files and preserves all bills of account acted upon by the board. (55ILCS5/3-2013)	County Board, County Departments, Citizens of McHenry County	55 ILCS 5/3-2008, 3-2012, 3-2013	General Fund
Marriage Licenses: All persons about to be married must first obtain a marriage license from the county clerk of the county in which the marriage is to take place. This starts with the issuance of the license, the return filing and preservation of said document, and the indexing for retrieval of the application and license.	Citizens of McHenry County and surrounding area	750 ILCS 5/202, 203, 210	General Fund
Civil Union Licenses: All persons wanting to establish a civil union must obtain a license from the county clerk of the county in which the civil union is to take place. The county clerk, upon proper application, shall issue said license, process the return filing, preserve the document and index said license for retrieval of the application and license	Citizens of McHenry County and surrounding area	PA 096-1513	General Fund
Vital Records: The State Registrar of Vital Records is the official record keeper of birth, death and marriage records but the county clerk keeps copies of such records from his/her county. All birth and death records are filed alphabetically, by year, for retrieval and issuance of certified copies. All marriages are filed numerically and indexed for retrieval and issuance of certified copies.	Citizens of McHenry County and surrounding area	410 ILCS 535/1 et seq.	General Fund
Notary Publics: The county clerk is required to maintain a book in which notary certificates are to be recorded. Commissions are received by the Clerk's office, The notary is notified by mail to register commission. If not registered within set time schedule, additional mailings are necessary and return of commission to Secretary of State.	Citizens of McHenry County	5 ILCS 312/3-101 et seq.	General Fund
Assumed Name Business Act: The county clerk is required to maintain an alphabetical index of certificates of assumed names. Original certificate is filed with clerk, notice for publication issued, proof of publication returned to clerk for filing, certificate of ownership issued, documents scanned and indexed by business and owners for search requests and retrieval.	Citizens of McHenry County	805 ILCS 405/1	General Fund
Property Tax Cycle: The county clerk's responsibility is quite extensive in regards to the tax cycle. It starts with the filing and maintaining of the tax levy documents by the units of government (133), SSA's (143), TIF's (15) and Drainage (3) Districts and flows through the cycle until the clerk has established the tax rates and the dollar amount to be billed to each taxpayer and collected by the County Collector.	Units of Governments, Taxpayers of McHenry County	Property Tax Code	General Fund
Delinquent Taxes: The property tax cycle shifts again to the County Clerk, beginning with the Annual Tax Sale. The clerk is mandated to attend said sale and to keep all records pertaining to said sale. At the close of the sale, the clerk is required to calculate the dollar amount owed on each parcel sold. Delinquent parcels sold and maintained for: 2001-1973, 2002-2042, 2003-2016, 2004-2075, 2005-2272, 2006-3371, 2007-3077, 2008-3174, 2009-3331 and 2010-3041. Property owners pay or "redeem" their taxes with the County Clerk's Office. Tax Purchasers, in turn, are paid their original tax payment plus interest and fees. Various filings and notices are accepted and applied by the County Clerk. This process is ongoing and runs through the issuance of tax deeds, if parcels are not "redeemed."	Taxpayers of McHenry County, Tax Purchasers	Property Tax Code	General Fund