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BUREAU SUMMARY
 COUNTY CLERK

SUMMARY OF APPROPRIATIONS

Department and Title	Expenditures Year-to-date	2009 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Corporate Fund					
110 - County Clerk	6,331,482	8,304,732	8,662,560	8,623,560	318,828
Corporate Fund Total	6,331,482	8,304,732	8,662,560	8,623,560	318,828
General Fund Total	6,331,482	8,304,732	8,662,560	8,623,560	318,828
Special Purpose Funds					
524 - County Clerk - Election Division Fund	13,832,484	22,282,259	25,821,576	24,362,085	2,079,826
533 - County Clerk - Automation Fund	580,601	1,136,600	1,059,150	1,059,150	(77,450)
Special Purpose Funds Total	14,413,085	23,418,859	26,880,726	25,421,235	2,002,376
Special Purpose Fund Total	14,413,085	23,418,859	26,880,726	25,421,235	2,002,376
Total Appropriations	20,744,567	31,723,591	35,543,286	34,044,795	2,321,204

SUMMARY OF POSITIONS

Department and Title	2009 Approved Positions	Department Request	President's Recommendation	Difference
Corporate Fund				
110 - County Clerk	158.6	167.0	167.0	8.4
Corporate Fund Total	158.6	167.0	167.0	8.4
General Fund Total	158.6	167.0	167.0	8.4
Special Purpose Funds				
524 - County Clerk - Election Division Fund	117.5	121.0	117.0	(0.5)
533 - County Clerk - Automation Fund	12.2	13.0	13.0	0.8
Special Purpose Funds Total	129.7	134.0	130.0	0.3
Special Purpose Fund Total	129.7	134.0	130.0	0.3
Total Positions	288.3	301.0	297.0	8.7

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
COUNTY CLERK

Account	2009 Expend. Year-to-date	2009 Adjusted Appropriation	Department Request	President's Recommendation	Difference	
Personal Services						
110/501010	Salaries and Wages of Regular Employees	6,026,127	7,757,050	8,419,075	8,419,075	662,025
115/501170	Appropriation Adjustment for Personal Services		34,207			(34,207)
120/501210	Overtime Compensation	7,104	62,000	63,600	63,600	1,600
124/501250	Employee Health Insurance Allotment		1,600			(1,600)
170/501510	Mandatory Medicare Costs	3,912				
172/501540	Workers' Compensation	15,574	15,574	5,000	5,000	(10,574)
178/501660	Unemployment Compensation		1	20,000		(1)
185/501810	Professional and Technical Membership Fees	530	1,900	1,815	1,815	(85)
190/501970	Transportation and Other Travel Expenses for Employees	448	3,100	2,500	2,500	(600)
Personal Services Total		6,053,695	7,875,432	8,511,990	8,491,990	616,558
Contractual Services						
214/520030	Armored Car Service	39,669	72,000	74,000	74,000	2,000
225/520260	Postage	178,200	179,100	219,466	219,466	40,366
228/520280	Delivery Services	406	400	500	500	100
240/520490	Printing and Publishing	11,664	73,900	51,700	51,700	(22,200)
245/520610	Advertising For Specific Purposes	74	700	700	700	
250/520730	Premiums on Fidelity, Surety Bonds and Public Liability	1,818	1,900	1,900	1,900	
Contractual Services Total		231,831	328,000	348,266	348,266	20,266
Supplies and Materials						
350/530600	Office Supplies	40,231	45,200	65,000	46,000	800
353/530640	Books, Periodicals, Publications, Archives and Data Services	4,151	49,600	31,600	31,600	(18,000)
Supplies and Materials Total		44,382	94,800	96,600	77,600	(17,200)
Operations and Maintenance						
440/540130	Maintenance and Repair of Office Equipment	1,574	6,500	7,000	7,000	500
Operations and Maintenance Total		1,574	6,500	7,000	7,000	500
Contingency and Special Purposes						
814/580380	Appropriation Adjustments			(301,296)	(301,296)	(301,296)
Contingency and Special Purposes Total				(301,296)	(301,296)	(301,296)
Operating Funds Total		6,331,482	8,304,732	8,662,560	8,623,560	318,828
(717) New/Replacement Capital Equipment						
530/560510	Office Furnishings and Equipment		4,000			(4,000)
570/560440	Telecommunications Equipment			4,200	4,200	4,200
579/560450	Computer Equipment		246,000	623,028	623,028	377,028
			250,000	627,228	627,228	377,228
Total Capital Equipment Request Total			250,000	627,228	627,228	377,228

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
COUNTY CLERK - SPECIAL PURPOSE FUNDS

Account	2009 Expend. Year-to-date	2009 Adjusted Appropriation	Department Request	President's Recommendation	Difference	
Personal Services						
110/501010	Salaries and Wages of Regular Employees	5,074,017	7,158,209	7,359,525	7,135,034	(23,175)
115/501170	Appropriation Adjustment for Personal Services		28,851			(28,851)
120/501210	Overtime Compensation	324,657	564,200	1,000,200	940,200	376,000
124/501250	Employee Health Insurance Allotment		1,600			(1,600)
129/501300	Salaries and Wages of Seasonal Work Employees	639,402	696,656	800,001	800,001	103,345
133/501360	Per Diem Personnel	602,280	675,000	1,300,000	1,300,000	625,000
170/501510	Mandatory Medicare Costs	87,114	102,979	101,847	101,847	(1,132)
172/501540	Workers' Compensation		200	200	200	
175/501590	Life Insurance Program	13,899	26,955	26,488	26,488	(467)
176/501610	Health Insurance	824,024	1,267,575	1,449,568	1,449,568	181,993
177/501640	Dental Insurance Plan	26,571	26,393	40,450	40,450	14,057
178/501660	Unemployment Compensation		125,000	80,000	80,000	(45,000)
179/501690	Vision Care Insurance	8,986	13,281	14,152	14,152	871
183/501770	Seminars for Professional Employees	7,871	17,100	17,000	5,000	(12,100)
185/501810	Professional and Technical Membership Fees	5,990	6,000	10,000	10,000	4,000
186/501860	Training Programs for Staff Personnel	7,705	16,900	17,000	17,000	100
190/501970	Transportation and Other Travel Expenses for Employees	45,399	86,600	86,000	86,000	(600)
Personal Services Total		7,667,915	10,813,499	12,302,431	12,005,940	1,192,441
Contractual Services						
220/520165	For IP Addresses for Transmittal of Election Results			350,000	350,000	350,000
225/520260	Postage	395,038	711,900	1,050,000	1,050,000	338,100
228/520280	Delivery Services	2,062	5,000	15,000	10,000	5,000
232/520350	Boarding and Lodging of Non-Employees	937	7,500			(7,500)
240/520490	Printing and Publishing	150,014	1,421,100	2,186,000	1,440,000	18,900
245/520610	Advertising For Specific Purposes	55	575,000	653,000	575,000	
260/520830	Professional and Managerial Services	1,813,304	2,874,300	3,014,106	2,817,106	(57,194)
267/521010	Juror or Election Judge Fees	1,627,771	3,267,900	3,727,000	3,727,000	459,100
268/521030	Court Reporting, Stenographic, Transcribing, or Interpreter Services	24,119	35,000	48,000	35,000	
Contractual Services Total		4,013,300	8,897,700	11,043,106	10,004,106	1,106,406
Supplies and Materials						
310/530010	Food Supplies	4,104	14,000	20,000	16,000	2,000
330/530160	Household, Laundry, Cleaning and Personal Care Supplies	7,113	10,000	20,000	15,000	5,000
350/530600	Office Supplies	278,532	425,000	370,000	320,000	(105,000)
353/530640	Books, Periodicals, Publications, Archives and Data Services	4,021	38,200	12,300	12,300	(25,900)
355/530700	Photographic and Reproduction Supplies	27,487	50,000	50,000	35,000	(15,000)
376/531630	Maint. Supplies for Election Equipment	216,581	250,000	200,000	200,000	(50,000)
388/531650	Computer Operation Supplies	166,925	247,939	256,150	206,150	(41,789)
Supplies and Materials Total		704,763	1,035,139	928,450	804,450	(230,689)
Operations and Maintenance						
430/540110	Moving Expenses & Minor Remodeling of County Facilities	1,009,892	1,190,000	1,711,616	1,711,616	521,616
440/540130	Maintenance and Repair of Office Equipment	45,952	45,000	10,000	10,000	(35,000)
441/540170	Maintenance and Repair of Data Processing Equipment and Software	534,024	708,206	109,460	109,460	(598,746)
444/540250	Maintenance and Repair of Automotive Equipment	24,567	25,200	35,000	35,000	9,800
Operations and Maintenance Total		1,614,435	1,968,406	1,866,076	1,866,076	(102,330)
Capital Equipment and Improvements						

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
 COUNTY CLERK - SPECIAL PURPOSE FUNDS

Account	2009 Expend. Year-to-date	2009 Adjusted Appropriation	Department Request	President's Recommendation	Difference
530/560510 Office Furnishings and Equipment	19,197				
Capital Equipment and Improvements Total	19,197				
<u>Rental and Leasing</u>					
630/550010 Rental of Office Equipment	86,105	88,000	147,900	147,900	59,900
630/550018 County Wide Canon Photocopier Lease			47,534	47,534	47,534
634/550060 Rental of Automotive Equipment	25,952	47,000	35,000	35,000	(12,000)
660/550130 Rental of Facilities	281,418	319,600	457,400	457,400	137,800
Rental and Leasing Total	393,475	454,600	687,834	687,834	233,234
<u>Contingency and Special Purposes</u>					
814/580380 Appropriation Adjustments			(218,228)	(218,228)	(218,228)
883/580260 Cook County Administration		249,515	271,057	271,057	21,542
Contingency and Special Purposes Total		249,515	52,829	52,829	(196,686)
Operating Funds Total	14,413,085	23,418,859	26,880,726	25,421,235	2,002,376

DEPARTMENT OVERVIEW

110 COUNTY CLERK

Department Mission

The Cook County Clerk's Office is committed to providing quality service to the public in a timely and efficient manner. Under state and county laws, the Clerk's office performs numerous duties including the following:

Maintains and provides the public with copies of birth, death and marriage records; issues marriage licenses, notary public certifications, and assumed business name registrations.

Sets tax rates and maintains real estate maps, local government tax levies, receives redemptions of delinquent property taxes and provides property tax information.

Prepares and publishes agendas for all meetings of the Cook County Board of Commissioners and maintains the Cook County Code of Ordinances.

Receives and makes available to the public statements of economic interest, campaign finance reports and lobbyist registration and reports.

Administers all elections in suburban Cook County.

Recognizing that the best recommendations for improving services come from staff as well as customers, we believe that ongoing dialogue with both groups is extremely valuable in enhancing performance and staff effectiveness. By continually improving our business practices through training, dialogue, and technology, we aim to provide customers with efficient service and our employees with a supportive and modern work environment.

Goals and Objectives

- To provide mission-critical programs in the most cost effective and customer friendly manner possible. This will be accomplished by:

- oContinuing to automate office activities

- oExpanding web access to County Clerk services

- To seek new ways to generate revenue through internet sales.
- To ensure that all eligible suburban residents are able to exercise their rights in the electoral process; that all candidates have fair, open, and equal access to all stages of the process; and that the public is fully and promptly informed of all vital and necessary election-related information.

The Election Division will continue to provide:

- oSecure elections

- oWell-trained Election Day staff

- oAn accurate vote count

- oUp-to-date voter registration records

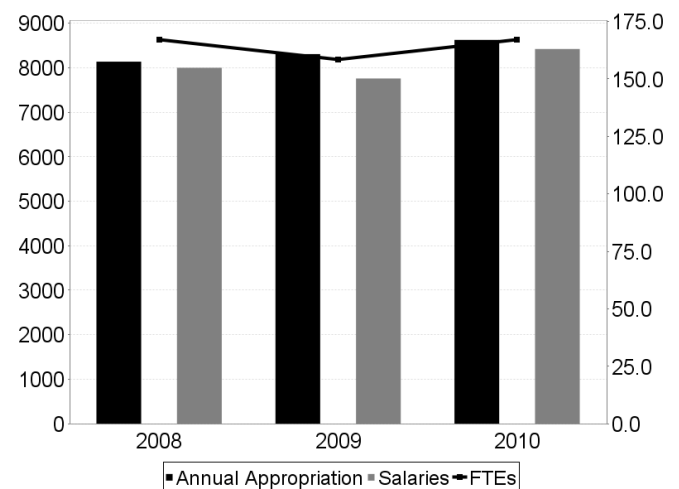
Summary of Operations

The County Clerk's Office is the official custodian of Cook County records and books. The office records, maintains and copies vital documents such as: Birth, Marriage and Death Certificates, Notary Public Commissions, Business Registrations, Ethics Statements, Campaign Finance Records, Lobbyist Registrations, Village and Township Financial Statements, Real Property Tax Books, Tax Redemption Records and Official County Maps. In addition, the office issues tax extension rates, permanent real estate numbers and new tax codes. As the Clerk of the County Board of Commissioners, the office prepares the agendas for and tracks the proceedings of the Board. It also receives, catalogs and processes all matters presented to the Board, facilitates the public opening of bids for goods and services for County government, and maintains the Cook County Code of Ordinances.

The County Clerk's Automation Fund provides automation-related equipment, services, supplies, and staff to support the County Clerk's Office programs.

The Election Division of the County Clerk's Office is responsible for administering all elections in suburban Cook County. This area includes 1.4 million registered voters 1,937 precincts, approximately 1,360 separate polling locations, and requires nearly 10,400 election judges.

Appropriations (\$ thousands)			
Fund Category	2008 Adopted	2009 Adopted	2010 Recommended
General	8,135.0	8,304.7	8,623.6
Total	8,135.0	8,304.7	8,623.6
	Adopted	Adopted	Recommended
FTE Positions	167.0	158.6	167.0



Major Accomplishments

- Reduced the number of precincts in Cook County by consolidating underutilized precincts. This will result in more efficient use of resources including requiring fewer election judges, a better ratio between voters and voting machines in the

DEPARTMENT OVERVIEW

110 COUNTY CLERK

polling places, and anticipated savings approaching 1 million dollars. The number of precincts was reduced from 2,290 to 1,937.

- Successfully consolidated records from the Chicago Department of Health, which will no longer handle records for newborns or the newly deceased. We now handle all birth and death records for Cook County.
- Opened a new space to house our Marriage Bureau and Business Registrations units around the corner from our Vital Records office in the Daley Center Concourse at CL113 & 114. The new layout alleviated lines making visits quicker and more convenient
- Along with Cook County Commissioner Bridget Gainer and several others, introduced the Lobbyist Sunshine Initiative amendments to the County Board to shed more light on just how lobbyists influence County government, with the intention of placing information online in a searchable database.

Key Initiatives

- Provide services in the most cost effective, customer friendly and environmental responsible manner possible. This will be accomplished by:
 - Continuing to identify opportunities to provide convenient and cost effective services to citizens via the internet.
 - Upgrade Information Technology hardware infrastructure to accommodate a "greener" environment.
- Successfully conduct the February 2010 Gubernatorial Primary and the November 2010 Gubernatorial General elections.
- Initiate integration of database management systems throughout all County Clerk offices beginning with the Election Judge Management System (EJMS).
- Implement voter registration scanning system to improve time, cost effectiveness and accuracy of data entry.

Programs

Tax Services Division

Tax Redemption Section:

Tax Redemption processes all aspects of annual and scavenger sales subsequent to the sales, and handles over-the counter sales of forfeited taxes. The Division performs tax searches incident to the sale to determine prior years' delinquencies; issues Certificates of Purchase for sold parcels; sends statutory notices of taxes sold or of interest by an over-the-counter purchaser; manually notates Tax Judgment records to show activity after the sale; prepares Estimates of Redemption for taxpayers to redeem and forfeiture bills for over-the-counter purchases; and prepares Certificates of Redemption or Tax Deeds when the property is finally either redeemed or deeded.

Accounting Section:

This section is responsible for the receipt of all funds collected by Cook County Clerk operations and controls the payment and redemption of delinquent taxes. This section also establishes and supervises interest-bearing investments and

provides an accounting of all delinquent tax monies and fees received by the Clerk's Office.

Tax Extension Section:

This section is responsible for the receipt and processing of tax levies and bond resolutions. This Division also computes the County Tax Rates based upon the Tax levies filed with this activity and assures the levies are within the Statutory or voted rate limitation. All records of increased vote referendums are filed and processed to determine the established new tax rate. Also, this activity establishes and maintains records pertaining to the taxing of all railroad properties and prepares a comparative tax rate booklet which includes all tax rates and codes throughout the county.

Map Section:

This office keeps detailed maps for all of the land contained within the Cook County limits, catalogs all parcels of property in accordance with their legal description and assigns them permanent real estate index numbers to facilitate property assessment and tax collection. It administers sub-division resolutions passed by the County Board of Commissioners and submits recommendations to said Board for action. If adjacent parcels of property are re-divided, or if an individual parcel is sub-divided for tax purposes, the Map Division prepares new drawings of the property boundaries and issues new index numbers. The unit also maintains records of the boundaries of all taxing districts in the County and receives notices of all attempts to annex or disconnect property. A tax code is then prepared for each parcel of property indicating which taxing district or districts govern it.

Clerk of the Board Division

The Clerk of the Board supports the Cook County Board of Commissioners' capacity as the governing body of Cook County by preparing biweekly agendas, communicating actions taken by the Board through preparing post-board meeting documents, providing support functions relating to conducting the Board meetings and maintaining the Board's legislative records and Code of Ordinances.

Ethics and Financial Disclosure Department

The Ethics and Financial Disclosure Division operates to comply with two Illinois Statutes, which delegate the County Clerk as the Administrator and Repository for forms filed under the Articles of the Illinois Governmental Ethics Act - Campaign Disclosure forms and Statements of Economic Interest. The Ethics Unit also maintains County lobbyist registrations.

Vital Records Bureau

The Bureau of Vital Records within the County Clerk's Office is the official custodian of vital records. The office is responsible for receiving, recording, maintaining and digitizing vital records such as: Birth, Marriage and Death Certificates, as well as issuing Notary Public Commissions and Assumed Business Registrations. In addition to these services, the County Clerk's five satellite offices also process Ethics Statements and conduct Early Voting.

Automation Fund

DEPARTMENT OVERVIEW

110 COUNTY CLERK

The County Clerk's Automation Fund supports the information technology needs for the Tax Services Division, Bureau of Vital Records, Clerk of the Board, and Ethics Department.

Election Planning and Preparation

This encompasses all activities related to preparation, programming, layout, testing and deployment of ballots, memory packs/results cartridges, and equipment for Early Voting and Election Day voting, as well as Election Night vote tabulation. This area also oversees candidate filing; the candidate database; certification of candidates; referendum filing, including translation, proofing, and coordination with submitting jurisdictions; maintenance of the Internet voter's guide; and processing of Certificates of Nomination and Election. Other activities include administrative and legal support to the Legal Advisor for the Division and the County Officers Electoral Board.

Election Technology Preparation

This encompasses all activities related to preparation, programming, layout, testing and deployment of ballots, memory packs/results cartridges, and equipment for Early Voting and Election Day voting, as well as Election Night vote tabulation. This area also oversees candidate filing; the candidate database; certification of candidates; referendum filing, including translation, proofing, and coordination with submitting jurisdictions; maintenance of the Internet voter's guide; and processing of Certificates of Nomination and Election. Other activities include administrative and legal support to the Legal Advisor for the Division and the County Officers Electoral Board.

Election Judges and Equipment Managers

This area recruits, assigns, trains and manages nearly 12,000 election judges and equipment managers. Specific activities include working with the 60 township committeemen to place election judges; developing training curricula and materials; securing training sites; recruiting and training trainers; producing an election judge manual for each election; and overseeing our high school and college election judge and equipment manager recruitment programs.

Voter Services

This encompasses all activities related to pre-Election Day voting programs, including Early Voting, grace period registration and voting, mail absentee voting, military/overseas absentee voting, and nursing home voting. This area also includes our field unit, which identifies and secures all polling places, conducts polling place accessibility surveys, and serves as liaisons with township and municipal offices and officials. It is also responsible for Front Counter operations, all data entry, all election mailings, and coordinating motor voter registrations with the Secretary of State's Office.

Warehouse Operations

This encompasses maintenance, storage, repair, and pre-LAT of all election equipment, including touch screen machines, optical scanners, HAATs (Hybrid Activator Accumulator and Transmitter) voting supply carriers, voting booths, and ancillary parts. Produces, assembles and maintains all other voting materials and supplies used in the polling places, including all forms, envelopes, posters, applications, ballot marking pens, manuals, etc. The Hawthorne Distribution Center prepares, stages, and coordinates all voting supply carriers for shipment to

the precincts before Election Day, as well as all equipment and materials to the Early Voting sites.

Research and Policy

Staff helps spearhead public policy initiatives at the state and local levels to improve elections administration. This area also reviews state and federal legislative proposals, and is frequently asked for input on proposed election legislation by federal, state and local officials and organizations. Also conducts research on various election-related best practices in other states.

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
DEPARTMENT 110 - COUNTY CLERK

Account	2009 Expend. Year-to-date	2009 Adjusted Appropriation	Department Request	President's Recommendation	Difference	
Personal Services						
110/501010	Salaries and Wages of Regular Employees	6,026,127	7,757,050	8,419,075	8,419,075	662,025
115/501170	Appropriation Adjustment for Personal Services		34,207			(34,207)
120/501210	Overtime Compensation	7,104	62,000	63,600	63,600	1,600
124/501250	Employee Health Insurance Allotment		1,600			(1,600)
170/501510	Mandatory Medicare Costs	3,912				
172/501540	Workers' Compensation	15,574	15,574	5,000	5,000	(10,574)
178/501660	Unemployment Compensation		1	20,000		(1)
185/501810	Professional and Technical Membership Fees	530	1,900	1,815	1,815	(85)
190/501970	Transportation and Other Travel Expenses for Employees	448	3,100	2,500	2,500	(600)
Personal Services Total		6,053,695	7,875,432	8,511,990	8,491,990	616,558
Contractual Services						
214/520030	Armored Car Service	39,669	72,000	74,000	74,000	2,000
225/520260	Postage	178,200	179,100	219,466	219,466	40,366
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240/520490	Printing and Publishing	11,664	73,900	51,700	51,700	(22,200)
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Supplies and Materials						
350/530600	Office Supplies	40,231	45,200	65,000	46,000	800
353/530640	Books, Periodicals, Publications, Archives and Data Services	4,151	49,600	31,600	31,600	(18,000)
Supplies and Materials Total		44,382	94,800	96,600	77,600	(17,200)
Operations and Maintenance						
440/540130	Maintenance and Repair of Office Equipment	1,574	6,500	7,000	7,000	500
Operations and Maintenance Total		1,574	6,500	7,000	7,000	500
Contingency and Special Purposes						
814/580380	Appropriation Adjustments			(301,296)	(301,296)	(301,296)
Contingency and Special Purposes Total				(301,296)	(301,296)	(301,296)
Operating Funds Total		6,331,482	8,304,732	8,662,560	8,623,560	318,828
(717) New/Replacement Capital Equipment - 71700110						
530/560510	Office Furnishings and Equipment		4,000			(4,000)
570/560440	Telecommunications Equipment			4,200	4,200	4,200
579/560450	Computer Equipment		246,000	623,028	623,028	377,028
			250,000	627,228	627,228	377,228
Total Capital Equipment Request Total			250,000	627,228	627,228	377,228

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

DEPARTMENT 110 - COUNTY CLERK

Job Code	Title	Grade	2009 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
01 Administration								
01 Administrative Division - 1101195								
0005	County Clerk	SEL	1.0	105,000	1.0	105,000	1.0	105,000
0037	Deputy County Clerk	24	1.0	127,198	1.0	127,198	1.0	127,198
0051	Administrative Assistant V	20	1.0	77,742	1.0	79,049	1.0	79,049
0050	Administrative Assistant IV	18	1.0	59,431	1.0	59,431	1.0	59,431
0047	Administrative Assistant II	14	1.0	49,761	1.0	50,544	1.0	50,544
			5.0	\$419,132	5.0	\$421,222	5.0	\$421,222
02 Human Resources/payroll - 1101196								
0051	Administrative Assistant V	20	1.0	76,207	1.0	77,310	1.0	77,310
			1.0	\$76,207	1.0	\$77,310	1.0	\$77,310
03 Finance and Operations - 1101197								
0048	Administrative Assistant III	16	2.0	103,053	1.0	55,672	1.0	55,672
0936	Stenographer V	13			1.0	41,762	1.0	41,762
0907	Clerk V	11	1.0	37,346				
			3.0	\$140,399	2.0	\$97,434	2.0	\$97,434
02 Tax Redemption Division								
01 Supervisory - 1101198								
0043	Administrative Assistant To County Clerk	24	1.0	111,392	1.0	111,392	1.0	111,392
0067	Executive Assistant To The Director	23	1.0	93,498	1.0	94,780	1.0	94,780
0371	Tax Redemption Supervisor	22	1.0	86,322	1.0	87,107	1.0	87,107
0051	Administrative Assistant V	20	1.0	70,362	1.0	72,320	1.0	72,320
0048	Administrative Assistant III	16	1.0	54,832	1.0	55,584	1.0	55,584
			5.0	\$416,406	5.0	\$421,183	5.0	\$421,183
02 Public Service - 1101199								
0051	Administrative Assistant V	20	1.0	75,077	1.0	75,641	1.0	75,641
0369	Tax Examiner IV	13	3.0	131,728	3.0	133,623	3.0	133,623
0936	Stenographer V	13	1.0	39,239				
4849	Tax Examiner III	12	1.0	42,993	1.0	42,994	1.0	42,994
0364	Tax Examiner III	11	3.0	111,561	3.0	114,237	3.0	114,237
0907	Clerk V	11	2.0	78,478	2.0	79,607	2.0	79,607
			11.0	\$479,076	10.0	\$446,102	10.0	\$446,102
03 Tax Searches - 1101402								
0050	Administrative Assistant IV	18	1.0	55,658	1.0	56,900	1.0	56,900
4848	Stenographer V	15	1.0	49,761	1.0	49,762	1.0	49,762
4850	Tax Examiner IV	15	1.0	49,761	1.0	50,365	1.0	50,365
0047	Administrative Assistant II	14	1.0	44,152	1.0	44,933	1.0	44,933
0369	Tax Examiner IV	13	1.0	46,488	1.0	46,488	1.0	46,488
0364	Tax Examiner III	11	1.0	32,454				
0907	Clerk V	11	2.0	100,604	3.0	105,035	3.0	105,035
			8.0	\$378,878	8.0	\$353,483	8.0	\$353,483
04 Posting and Payouts - 1101201								
0050	Administrative Assistant IV	18	1.0	63,048	1.0	63,962	1.0	63,962
0370	Tax Examiner V	15	2.0	107,394	2.0	107,396	2.0	107,396
0936	Stenographer V	13	2.0	87,617	2.0	87,618	2.0	87,618
4842	Clerk V	13	1.0	42,993	1.0	42,994	1.0	42,994
4849	Tax Examiner III	12	1.0	42,993	1.0	42,994	1.0	42,994
0364	Tax Examiner III	11	1.0	40,023	1.0	40,024	1.0	40,024
0907	Clerk V	11	2.0	72,847	3.0	111,739	3.0	111,739
			10.0	\$456,915	11.0	\$496,727	11.0	\$496,727

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 110 - COUNTY CLERK

Job Code	Title	Grade	2009 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
05 Tax Sales - 1101202								
0050	Administrative Assistant IV	18	1.0	59,386	1.0	60,200	1.0	60,200
0369	Tax Examiner IV	13	2.0	89,037	2.0	89,039	2.0	89,039
0907	Clerk V	11	3.0	118,850	3.0	119,510	3.0	119,510
			6.0	\$267,273	6.0	\$268,749	6.0	\$268,749
03 Tax Extension Division								
01 Tax Extension Section - 1101203								
0067	Executive Assistant To The Director	23	1.0	98,280	1.0	99,702	1.0	99,702
0048	Administrative Assistant III	16	1.0	50,754	1.0	51,763	1.0	51,763
4851	Tax Examiner V	16	2.0	110,021	2.0	112,788	2.0	112,788
			4.0	\$259,055	4.0	\$264,253	4.0	\$264,253
04 Clerk Of The Board								
01 Clerk of the Board - 1101204								
0043	Administrative Assistant To County Clerk	24	1.0	96,576	1.0	96,578	1.0	96,578
0067	Executive Assistant To The Director	23	1.0	93,498	1.0	95,069	1.0	95,069
0050	Administrative Assistant IV	18	2.0	131,045	2.0	132,189	2.0	132,189
0048	Administrative Assistant III	16	4.0	211,661	4.0	213,190	4.0	213,190
0047	Administrative Assistant II	14	2.0	98,878	3.0	149,127	3.0	149,127
4847	Stenographer V	14	1.0	48,436				
0936	Stenographer V	13	2.0	95,788	1.0	47,895	1.0	47,895
4842	Clerk V	13	1.0	42,993	2.0	90,889	2.0	90,889
			14.0	\$818,875	14.0	\$824,937	14.0	\$824,937
05 Ethics And Financial Disclosure								
01 Ethics and Financial Disclosure - 1101205								
0076	Administrative Assistant To County Clerk II	22		78,522				
0936	Stenographer V	13	0.2	41,129				
0907	Clerk V	11	0.2	31,023	1.0	32,455	1.0	32,455
			0.4	\$150,674	1.0	\$32,455	1.0	\$32,455
06 Map Division								
01 Map Section - 1101206								
0076	Administrative Assistant To County Clerk II	22			1.0	79,479	1.0	79,479
2269	Map Division Supervisor III	22	1.0	93,966	1.0	94,019	1.0	94,019
0051	Administrative Assistant V	20	1.0	74,704	1.0	52,687	1.0	52,687
0050	Administrative Assistant IV	18	1.0	64,149	1.0	64,790	1.0	64,790
0048	Administrative Assistant III	16	1.0	55,671	1.0	55,672	1.0	55,672
0370	Tax Examiner V	15	1.0	53,154	1.0	53,155	1.0	53,155
0047	Administrative Assistant II	14	1.0	51,438	1.0	51,439	1.0	51,439
0936	Stenographer V	13	1.0	46,044	1.0	46,045	1.0	46,045
4844	Draftsman II	12	1.0	45,146	1.0	46,684	1.0	46,684
			8.0	\$484,272	9.0	\$543,970	9.0	\$543,970
07 Accounting Division								
01 Accounting Section - 1101207								
0050	Administrative Assistant IV	18	1.0	63,048	1.0	63,913	1.0	63,913
0048	Administrative Assistant III	16	1.0	55,671	1.0	55,672	1.0	55,672
4851	Tax Examiner V	16	1.0	55,671	1.0	55,672	1.0	55,672
0370	Tax Examiner V	15	2.0	103,458	2.0	105,950	2.0	105,950
0047	Administrative Assistant II	14	1.0	49,439	1.0	49,440	1.0	49,440
0936	Stenographer V	13	1.0	42,993	1.0	42,994	1.0	42,994
0907	Clerk V	11	1.0	37,346	1.0	38,053	1.0	38,053
			8.0	\$407,626	8.0	\$411,694	8.0	\$411,694

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 110 - COUNTY CLERK

Job Code	Title	Grade	2009 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
02 Tax Redemption Cashier - 1101208								
0048	Administrative Assistant III	16			1.0	47,383	1.0	47,383
0142	Accountant II	13	1.0	45,146	1.0	45,689	1.0	45,689
0364	Tax Examiner III	11	1.0	39,239	1.0	39,322	1.0	39,322
			2.0	\$84,385	3.0	\$132,394	3.0	\$132,394
03 Tax Order Redemption Cashier - 1101209								
0142	Accountant II	13	5.0	232,060	5.0	232,063	5.0	232,063
			5.0	\$232,060	5.0	\$232,063	5.0	\$232,063
05 Data Processing - 1101403								
0142	Accountant II	13	1.0	47,894	1.0	47,895	1.0	47,895
			1.0	\$47,894	1.0	\$47,895	1.0	\$47,895
08 Bureau of Vital Records								
01 Supervisory - 1101211								
0043	Administrative Assistant To County Clerk	24	2.0	183,197	2.0	183,197	2.0	183,197
0067	Executive Assistant To The Director	23	1.0	82,540	1.0	83,415	1.0	83,415
0050	Administrative Assistant IV	18	3.0	192,976	3.0	196,967	3.0	196,967
5194	Vital Records Supervisor I	18			2.0	115,520	2.0	115,520
0162	Supervisor-Tax Redemption Unit	17	1.0	55,658				
0274	Vital Statistics Section Coordinator	17	1.0	58,212				
0048	Administrative Assistant III	16	1.0	56,817	1.0	57,367	1.0	57,367
0936	Stenographer V	13	1.0	47,894	2.0	90,889	2.0	90,889
0364	Tax Examiner III	11			1.0	33,998	1.0	33,998
0907	Clerk V	11	1.0	40,023	2.0	78,440	2.0	78,440
			11.0	\$717,317	14.0	\$839,793	14.0	\$839,793
02 Document Processing - 1101212								
0274	Vital Statistics Section Coordinator	17	1.0	60,885	1.0	62,050	1.0	62,050
0907	Clerk V	11	2.0	79,262	2.0	79,264	2.0	79,264
			3.0	\$140,147	3.0	\$141,314	3.0	\$141,314
03 Correspondence - 1101213								
3145	Vital Records Support Clerk V	15	1.0	52,101	1.0	52,252	1.0	52,252
0936	Stenographer V	13	1.2	91,634	2.0	92,533	2.0	92,533
4842	Clerk V	13	1.0	41,129	1.0	41,130	1.0	41,130
0907	Clerk V	11	4.0	166,116	6.0	215,786	6.0	215,786
			7.2	\$350,980	10.0	\$401,701	10.0	\$401,701
04 Public Service - 1101214								
5194	Vital Records Supervisor I	18			2.0	126,654	2.0	126,654
0274	Vital Statistics Section Coordinator	17	2.0	124,844				
4837	Administrative Assistant II	16	1.0	53,204	1.0	53,205	1.0	53,205
0936	Stenographer V	13	7.0	322,503	7.0	323,509	7.0	323,509
4842	Clerk V	13	2.0	82,258	2.0	82,260	2.0	82,260
0907	Clerk V	11	7.0	294,406	8.0	296,551	8.0	296,551
			19.0	\$877,215	20.0	\$882,179	20.0	\$882,179
05 Notary Public - 1101404								
5194	Vital Records Supervisor I	18			1.0	62,458	1.0	62,458
0274	Vital Statistics Section Coordinator	17	1.0	62,422				
0907	Clerk V	11	1.0	39,239	1.0	39,472	1.0	39,472
			2.0	\$101,661	2.0	\$101,930	2.0	\$101,930
06 Assumed Names - 1101216								
4842	Clerk V	13	2.0	78,577	2.0	78,579	2.0	78,579
			2.0	\$78,577	2.0	\$78,579	2.0	\$78,579

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 110 - COUNTY CLERK

Job Code	Title	Grade	2009 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
07 Marriage Licenses - 1101217								
3145	Vital Records Support Clerk V	15	1.0	55,300	1.0	55,301	1.0	55,301
0936	Stenographer V	13	1.0	46,044	1.0	46,045	1.0	46,045
4842	Clerk V	13	1.0	42,993	1.0	42,994	1.0	42,994
0907	Clerk V	11	1.0	37,347	1.0	37,545	1.0	37,545
			4.0	\$181,684	4.0	\$181,885	4.0	\$181,885
08 Vital Statistics Cashiers - 1101218								
3145	Vital Records Support Clerk V	15	1.0	53,154	1.0	53,191	1.0	53,191
4838	Bookkeeper IV	15	1.0	53,697	1.0	53,698	1.0	53,698
0907	Clerk V	11	2.0	80,416	2.0	80,418	2.0	80,418
			4.0	\$187,267	4.0	\$187,307	4.0	\$187,307
09 Maywood Office								
01 Maywood Operations - 1101219								
0907	Clerk V	11	3.0	115,630	3.0	115,633	3.0	115,633
			3.0	\$115,630	3.0	\$115,633	3.0	\$115,633
10 Markham Office								
01 Markham Operations - 1101405								
5194	Vital Records Supervisor I	18			1.0	58,516	1.0	58,516
0274	Vital Statistics Section Coordinator	17	1.0	58,212				
4842	Clerk V	13	1.0	41,129	1.0	42,994	1.0	42,994
0907	Clerk V	11	2.0	80,872	2.0	81,468	2.0	81,468
			4.0	\$180,213	4.0	\$182,978	4.0	\$182,978
11 Skokie Office								
01 Skokie Operations - 1101221								
5194	Vital Records Supervisor I	18			1.0	53,821	1.0	53,821
0274	Vital Statistics Section Coordinator	17	1.0	53,214				
0046	Administrative Assistant I	12	1.0	42,030	1.0	42,031	1.0	42,031
0907	Clerk V	11	1.0	37,346	1.0	38,053	1.0	38,053
			3.0	\$132,590	3.0	\$133,905	3.0	\$133,905
12 Rolling Meadows Office								
01 Rolling Meadows Operations - 1101222								
5194	Vital Records Supervisor I	18			1.0	56,464	1.0	56,464
0274	Vital Statistics Section Coordinator	17	1.0	55,658				
4842	Clerk V	13	1.0	42,993	1.0	42,994	1.0	42,994
0907	Clerk V	11	2.0	66,451	2.0	68,588	2.0	68,588
			4.0	\$165,102	4.0	\$168,046	4.0	\$168,046
13 Bridgeview Office								
01 Bridgeview Operations - 1101223								
5194	Vital Records Supervisor I	18			1.0	64,604	1.0	64,604
0274	Vital Statistics Section Coordinator	17	1.0	63,681				
			1.0	\$63,681	1.0	\$64,604	1.0	\$64,604
Total Salaries and Positions			158.6	\$8,411,191	167.0	\$8,551,725	167.0	\$8,551,725
Turnover Adjustment						(132,650)		(132,650)
Operating Funds Total			158.6	\$8,411,191	167.0	\$8,419,075	167.0	\$8,419,075

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE
DEPARTMENT 110 - COUNTY CLERK

Grade	2009 Current		Department Request		President's Recommendation	
	FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
SEL	1.0	105,000	1.0	105,000	1.0	105,000
24	5.0	518,363	5.0	518,365	5.0	518,365
23	4.0	367,816	4.0	372,966	4.0	372,966
22	2.0	258,810	3.0	260,605	3.0	260,605
20	5.0	374,092	5.0	357,007	5.0	357,007
18	11.0	688,741	20.0	1,236,389	20.0	1,236,389
17	10.0	592,786	1.0	62,050	1.0	62,050
16	15.0	807,355	15.0	813,968	15.0	813,968
15	11.0	577,780	11.0	581,070	11.0	581,070
14	7.0	342,104	7.0	345,483	7.0	345,483
13	40.4	1,868,303	42.0	1,878,921	42.0	1,878,921
12	4.0	173,162	4.0	174,703	4.0	174,703
11	43.2	1,736,879	49.0	1,845,198	49.0	1,845,198
Total Salaries and Positions	158.6	\$8,411,191	167.0	\$8,551,725	167.0	\$8,551,725
Turnover Adjustment				(132,650)		(132,650)
Operating Funds Total	158.6	\$8,411,191	167.0	\$8,419,075	167.0	\$8,419,075

DEPARTMENT OVERVIEW

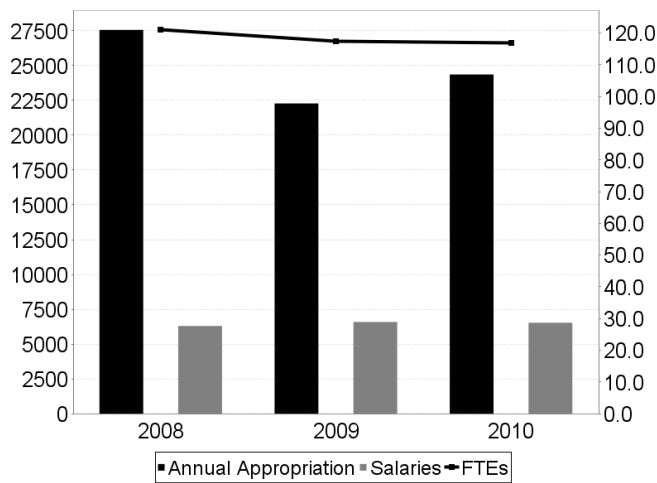
524 COUNTY CLERK - ELECTION DIVISION FUND

Department Mission

The Cook County Clerk's Office is committed to providing quality service to the public in a timely and efficient manner. The Election Division strives to ensure that all eligible suburban residents are able to exercise their rights in the electoral process; that all candidates have fair, open, and equal access to all stages of the process; and that the public is fully and promptly informed of all vital and necessary election-related information.

Summary of Operations

Appropriations (\$ thousands)			
Fund Category	2008 Adopted	2009 Adopted	2010 Recommended
General	27,563.7	22,282.3	24,362.1
Total	27,563.7	22,282.3	24,362.1
	Adopted	Adopted	Recommended
FTE Positions	121.0	117.5	117.0



DISTRIBUTION BY APPROPRIATION CLASSIFICATION
DEPARTMENT 524 - COUNTY CLERK - ELECTION DIVISION FUND

Account	2009 Expend. Year-to-date	2009 Adjusted Appropriation	Department Request	President's Recommendation	Difference	
Personal Services						
110/501010	Salaries and Wages of Regular Employees	4,759,118	6,586,677	6,756,003	6,531,512	(55,165)
115/501170	Appropriation Adjustment for Personal Services		28,851			(28,851)
120/501210	Overtime Compensation	316,027	499,000	1,000,000	940,000	441,000
124/501250	Employee Health Insurance Allotment		1,600			(1,600)
129/501300	Salaries and Wages of Seasonal Work Employees	639,402	696,656	800,001	800,001	103,345
133/501360	Per Diem Personnel	602,280	675,000	1,300,000	1,300,000	625,000
170/501510	Mandatory Medicare Costs	80,679	94,080	93,089	93,089	(991)
172/501540	Workers' Compensation		200	200	200	
175/501590	Life Insurance Program	12,731	24,717	24,309	24,309	(408)
176/501610	Health Insurance	764,359	1,151,789	1,329,760	1,329,760	177,971
177/501640	Dental Insurance Plan	23,935	23,299	36,588	36,588	13,289
178/501660	Unemployment Compensation		125,000	80,000	80,000	(45,000)
179/501690	Vision Care Insurance	8,810	12,036	12,774	12,774	738
183/501770	Seminars for Professional Employees	7,871	17,100	17,000	5,000	(12,100)
185/501810	Professional and Technical Membership Fees	5,990	6,000	10,000	10,000	4,000
186/501860	Training Programs for Staff Personnel	7,705	15,000	15,000	15,000	
190/501970	Transportation and Other Travel Expenses for Employees	45,399	86,600	86,000	86,000	(600)
Personal Services Total		7,274,306	10,043,605	11,560,724	11,264,233	1,220,628
Contractual Services						
220/520165	For IP Addresses for Transmittal of Election Results			350,000	350,000	350,000
225/520260	Postage	395,038	711,900	1,050,000	1,050,000	338,100
228/520280	Delivery Services	2,062	5,000	15,000	10,000	5,000
232/520350	Boarding and Lodging of Non-Employees	937	7,500			(7,500)
240/520490	Printing and Publishing	114,484	1,381,100	2,146,000	1,400,000	18,900
245/520610	Advertising For Specific Purposes	55	575,000	653,000	575,000	
260/520830	Professional and Managerial Services	1,711,504	2,763,200	2,870,006	2,673,006	(90,194)
267/521010	Juror or Election Judge Fees	1,627,771	3,267,900	3,727,000	3,727,000	459,100
268/521030	Court Reporting, Stenographic, Transcribing, or Interpreter Services	24,119	35,000	48,000	35,000	
Contractual Services Total		3,875,970	8,746,600	10,859,006	9,820,006	1,073,406
Supplies and Materials						
310/530010	Food Supplies	4,104	14,000	20,000	16,000	2,000
330/530160	Household, Laundry, Cleaning and Personal Care Supplies	7,113	10,000	20,000	15,000	5,000
350/530600	Office Supplies	278,270	400,000	350,000	300,000	(100,000)
353/530640	Books, Periodicals, Publications, Archives and Data Services	3,721	37,900	12,000	12,000	(25,900)
355/530700	Photographic and Reproduction Supplies	27,487	50,000	50,000	35,000	(15,000)
376/531630	Maint. Supplies for Election Equipment	216,581	250,000	200,000	200,000	(50,000)
388/531650	Computer Operation Supplies	126,294	200,000	200,000	150,000	(50,000)
Supplies and Materials Total		663,570	961,900	852,000	728,000	(233,900)
Operations and Maintenance						
430/540110	Moving Expenses & Minor Remodeling of County Facilities	1,009,892	1,190,000	1,711,616	1,711,616	521,616
440/540130	Maintenance and Repair of Office Equipment	45,952	45,000	10,000	10,000	(35,000)
441/540170	Maintenance and Repair of Data Processing Equipment and Software	525,555	613,300	13,260	13,260	(600,040)
444/540250	Maintenance and Repair of Automotive Equipment	24,567	25,200	35,000	35,000	9,800
Operations and Maintenance Total		1,605,966	1,873,500	1,769,876	1,769,876	(103,624)
Capital Equipment and Improvements						

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
DEPARTMENT 524 - COUNTY CLERK - ELECTION DIVISION FUND

Account	2009 Expend. Year-to-date	2009 Adjusted Appropriation	Department Request	President's Recommendation	Difference
530/560510 Office Furnishings and Equipment	19,197				
Capital Equipment and Improvements Total	19,197				
<u>Rental and Leasing</u>					
630/550010 Rental of Office Equipment	86,105	88,000	147,900	147,900	59,900
630/550018 County Wide Canon Photocopier Lease			16,467	16,467	16,467
634/550060 Rental of Automotive Equipment	25,952	47,000	35,000	35,000	(12,000)
660/550130 Rental of Facilities	281,418	319,600	457,400	457,400	137,800
Rental and Leasing Total	393,475	454,600	656,767	656,767	202,167
<u>Contingency and Special Purposes</u>					
814/580380 Appropriation Adjustments			(105,508)	(105,508)	(105,508)
883/580260 Cook County Administration		202,054	228,711	228,711	26,657
Contingency and Special Purposes Total		202,054	123,203	123,203	(78,851)
Operating Funds Total	13,832,484	22,282,259	25,821,576	24,362,085	2,079,826

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 524 - COUNTY CLERK - ELECTION DIVISION FUND

Job Code	Title	Grade	2009 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
01 Administration								
01 Supervisory and Support - 5240583								
0654	Election Division Supervisor II	24	1.0	80,252	1.0	80,252	1.0	80,252
0655	Election Division Supervisor III	24	1.0	120,935	1.0	120,935	1.0	120,935
0043	Administrative Assistant To County Clerk	24	5.0	546,091	5.0	546,091	5.0	546,091
0067	Executive Assistant To The Director	23	5.0	471,491	5.0	478,359	5.0	478,359
0076	Administrative Assistant To County Clerk II	22	4.0	330,530	5.0	361,708	3.0	233,809
0075	Administrative Assistant To County Clerk I	21	1.0	67,273	1.0	68,775	1.0	68,775
0051	Administrative Assistant V	20	2.0	134,838	2.0	136,104	2.0	136,104
0658	Election Judges Supervisor	20	1.0	63,999	1.0	65,630	1.0	65,630
0050	Administrative Assistant IV	18	4.0	232,361	4.0	238,788	4.0	238,788
3050	Administrative Assistant IV	18	0.5	39,239	1.0	43,809	1.0	43,809
0653	Election Division Supervisor I	18	2.0	102,726	2.0	104,315	2.0	104,315
0048	Administrative Assistant III	16	2.0	104,107	2.0	106,766	2.0	106,766
0047	Administrative Assistant II	14	1.0	49,439	1.0	49,440	1.0	49,440
0936	Stenographer V	13	3.0	129,531	3.0	129,800	3.0	129,800
4840	Clerk IV	12	1.0	34,821	1.0	36,450	1.0	36,450
0364	Tax Examiner III	11	1.0	37,346				
0907	Clerk V	11			1.0	38,053	1.0	38,053
4839	Clerk IV	11	1.0	33,997	1.0	35,585	1.0	35,585
			35.5	\$2,578,976	37.0	\$2,640,860	35.0	\$2,512,961
02 Voting Device Maintenance/Warehouse - 5240584								
0067	Executive Assistant To The Director	23	2.0	181,704	2.0	185,333	2.0	185,333
1108	Programmer IV	22		1	1.0	63,682		1
0653	Election Division Supervisor I	18	1.0	58,212	1.0	58,426	1.0	58,426
4837	Administrative Assistant II	16	1.0	50,754	1.0	50,755	1.0	50,755
4834	Admin Assistant I	15	1.0	42,993	1.0	45,147	1.0	45,147
4848	Stenographer V	15	1.0	47,382	1.0	47,383	1.0	47,383
0047	Administrative Assistant II	14	1.0	40,168	1.0	40,169	1.0	40,169
4835	Admin Assistant I	14	1.0	48,436	1.0	49,388	1.0	49,388
4843	Clerk V	14	1.0	40,168	1.0	40,863	1.0	40,863
4833	Admin Assistant I	13	1.0	42,993	1.0	42,994	1.0	42,994
4842	Clerk V	13	2.0	80,368	2.0	82,234	2.0	82,234
0046	Administrative Assistant I	12	2.0	75,214	2.0	76,844	2.0	76,844
4841	Clerk V	12	2.0	82,198	2.0	82,323	2.0	82,323
0907	Clerk V	11	4.0	149,646	4.0	150,307	4.0	150,307
4839	Clerk IV	11	1.0	32,454	1.0	33,998	1.0	33,998
0906	Clerk IV	09	4.0	112,892	4.0	112,896	4.0	112,896
			25.0	\$1,085,583	26.0	\$1,162,742	25.0	\$1,099,061
03 Voter Registration - 5240103								
0654	Election Division Supervisor II	24	1.0	93,500	1.0	93,500	1.0	93,500
0291	Administrative Analyst I	17	1.0	59,090	1.0	60,362	1.0	60,362
			2.0	\$152,590	2.0	\$153,862	2.0	\$153,862
02 Conduct of Elections								
01 Election and Registration Sites - 5240201								
0048	Administrative Assistant III	16	1.0	57,366	1.0	57,367	1.0	57,367
0936	Stenographer V	13	2.0	91,634	2.0	91,635	2.0	91,635
0221	Election Field Coordinator II	12	1.0	31,023	1.0	32,455	1.0	32,455
4845	Election Field Coordinator II	12	3.0	135,081	3.0	136,380	3.0	136,380
			7.0	\$315,104	7.0	\$317,837	7.0	\$317,837
02 Election Judges - 5240202								

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 524 - COUNTY CLERK - ELECTION DIVISION FUND

Job Code	Title	Grade	2009 Current		Department Request		President's Recommendation		
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries	
4848	Stenographer V	15	1.0	49,761	1.0	49,762	1.0	49,762	
0047	Administrative Assistant II	14	1.0	51,438	1.0	51,439	1.0	51,439	
4843	Clerk V	14	1.0	40,168	1.0	40,863	1.0	40,863	
0936	Stenographer V	13	1.0	45,146	1.0	46,034	1.0	46,034	
4842	Clerk V	13	1.0	31,023	1.0	41,130	1.0	41,130	
0907	Clerk V	11	3.0	118,218	3.0	118,927	3.0	118,927	
			8.0	\$335,754	8.0	\$348,155	8.0	\$348,155	
03 Absentee Voting - 5240203									
0653	Election Division Supervisor I	18	1.0	62,422	1.0	62,423	1.0	62,423	
3144	Election Support Clerk V	15	1.0	53,697	1.0	55,301	1.0	55,301	
4842	Clerk V	13	1.0	41,129	1.0	41,130	1.0	41,130	
0907	Clerk V	11	1.0	41,633	1.0	41,634	1.0	41,634	
			4.0	\$198,881	4.0	\$200,488	4.0	\$200,488	
03 Registration of Voters									
01 Registration of Voters - 5240301									
0067	Executive Assistant To The Director	23	1.0	94,436	1.0	95,802	1.0	95,802	
0048	Administrative Assistant III	16	1.0	57,366	1.0	57,367	1.0	57,367	
0936	Stenographer V	13	2.0	89,481	2.0	89,624	2.0	89,624	
4842	Clerk V	13	1.0	41,129	1.0	42,994	1.0	42,994	
			5.0	\$282,412	5.0	\$285,787	5.0	\$285,787	
02 Changes in Registration of Voters - 5240302									
0047	Administrative Assistant II	14	1.0	42,030	1.0	42,904	1.0	42,904	
4842	Clerk V	13	1.0	42,993	1.0	43,301	1.0	43,301	
			2.0	\$85,023	2.0	\$86,205	2.0	\$86,205	
04 Record Processing									
01 Ballot Consolidation - 5240401									
0051	Administrative Assistant V	20	1.0	76,207	1.0	77,075	1.0	77,075	
			1.0	\$76,207	1.0	\$77,075	1.0	\$77,075	
02 Support Services - 5240402									
0043	Administrative Assistant To County Clerk	24	1.0	101,216	1.0	101,216	1.0	101,216	
0067	Executive Assistant To The Director	23	1.0	96,337	1.0	97,733	1.0	97,733	
0076	Administrative Assistant To County Clerk II	22	1.0	91,195	1.0	93,008	1.0	93,008	
0075	Administrative Assistant To County Clerk I	21	0.5	31,961	1.0	76,208	1.0	76,208	
0050	Administrative Assistant IV	18	1.0	61,189	1.0	63,171	1.0	63,171	
0653	Election Division Supervisor I	18	2.0	96,026	2.0	98,510	2.0	98,510	
0048	Administrative Assistant III	16	2.0	104,451	2.0	104,453	2.0	104,453	
3144	Election Support Clerk V	15	1.0	53,697	1.0	53,698	1.0	53,698	
4836	Admin Assistant II	15	1.0	42,993	1.0	43,797	1.0	43,797	
0936	Stenographer V	13	1.0	47,894	1.0	47,895	1.0	47,895	
0907	Clerk V	11	1.0	37,346	1.0	38,053	1.0	38,053	
4839	Clerk IV	11	1.0	33,997	1.0	35,585	1.0	35,585	
			13.5	\$798,302	14.0	\$853,327	14.0	\$853,327	
03 Data Entry and Voter Verification - 5240403									
0653	Election Division Supervisor I	18	1.0	62,422	1.0	62,423	1.0	62,423	
3144	Election Support Clerk V	15	1.0	44,152	1.0	44,152	1.0	44,152	
4847	Stenographer V	14	1.0	49,930	1.0	49,931	1.0	49,931	
0936	Stenographer V	13	1.5	80,339	2.0	88,141	2.0	88,141	
4842	Clerk V	13	1.0	39,239	1.0	45,147	1.0	45,147	
0907	Clerk V	11	9.0	343,672	9.0	339,871	8.0	306,960	
			14.5	\$619,754	15.0	\$629,665	14.0	\$596,754	

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
 DEPARTMENT 524 - COUNTY CLERK - ELECTION DIVISION FUND

Job Code	Title	Grade	2009 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
Total Salaries and Positions			117.5	\$6,528,586	121.0	\$6,756,003	117.0	\$6,531,512

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE
DEPARTMENT 524 - COUNTY CLERK - ELECTION DIVISION FUND

Grade	2009 Current		Department Request		President's Recommendation	
	FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
24	9.0	941,994	9.0	941,994	9.0	941,994
23	9.0	843,968	9.0	857,227	9.0	857,227
22	5.0	421,726	7.0	518,398	4.0	326,818
21	1.5	99,234	2.0	144,983	2.0	144,983
20	4.0	275,044	4.0	278,809	4.0	278,809
18	12.5	714,597	13.0	731,865	13.0	731,865
17	1.0	59,090	1.0	60,362	1.0	60,362
16	7.0	374,044	7.0	376,708	7.0	376,708
15	7.0	334,675	7.0	339,240	7.0	339,240
14	8.0	361,777	8.0	364,997	8.0	364,997
13	18.5	802,899	19.0	832,059	19.0	832,059
12	9.0	358,337	9.0	364,452	9.0	364,452
11	22.0	828,309	22.0	832,013	21.0	799,102
09	4.0	112,892	4.0	112,896	4.0	112,896
Total Salaries and Positions	117.5	\$6,528,586	121.0	\$6,756,003	117.0	\$6,531,512

DEPARTMENT OVERVIEW

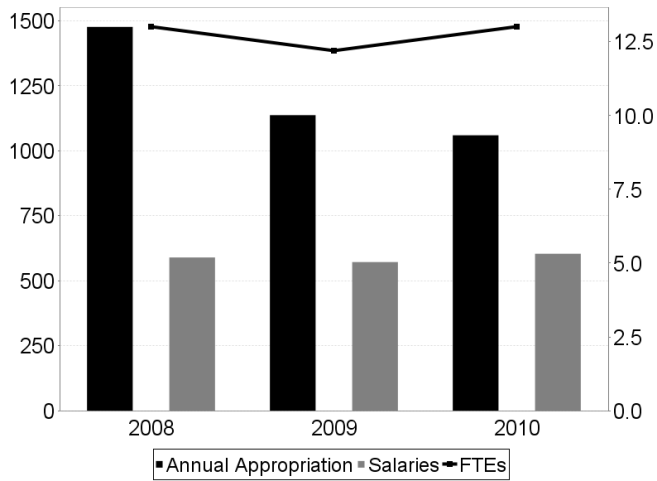
533 COUNTY CLERK - AUTOMATION FUND

Department Mission

The County Clerk Automation Fund provides funding to develop, upgrade and maintain automated services in Tax Services, Vital Records, Clerk of the Board and Ethics in order to reduce costs, improve services and increase productivity. Revenues are derived from fees and license charges for record retrieving and interest earned on investments.

Summary of Operations

Appropriations (\$ thousands)			
Fund Category	2008 Adopted	2009 Adopted	2010 Recommended
General	1,475.9	1,136.6	1,059.2
Total	1,475.9	1,136.6	1,059.2
	Adopted	Adopted	Recommended
FTE Positions	13.0	12.2	13.0



DISTRIBUTION BY APPROPRIATION CLASSIFICATION
DEPARTMENT 533 - COUNTY CLERK - AUTOMATION FUND

Account	2009 Expend. Year-to-date	2009 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
110/501010	Salaries and Wages of Regular Employees	314,899	571,532	603,522	31,990
120/501210	Overtime Compensation	8,630	65,200	200	(65,000)
170/501510	Mandatory Medicare Costs	6,435	8,899	8,758	(141)
175/501590	Life Insurance Program	1,168	2,238	2,179	(59)
176/501610	Health Insurance	59,665	115,786	119,808	4,022
177/501640	Dental Insurance Plan	2,636	3,094	3,862	768
179/501690	Vision Care Insurance	176	1,245	1,378	133
186/501860	Training Programs for Staff Personnel		1,900	2,000	100
Personal Services Total		393,609	769,894	741,707	(28,187)
Contractual Services					
240/520490	Printing and Publishing	35,530	40,000	40,000	
260/520830	Professional and Managerial Services	101,800	111,100	144,100	33,000
Contractual Services Total		137,330	151,100	184,100	33,000
Supplies and Materials					
350/530600	Office Supplies	262	25,000	20,000	(5,000)
353/530640	Books, Periodicals, Publications, Archives and Data Services	300	300	300	
388/531650	Computer Operation Supplies	40,631	47,939	56,150	8,211
Supplies and Materials Total		41,193	73,239	76,450	3,211
Operations and Maintenance					
441/540170	Maintenance and Repair of Data Processing Equipment and Software	8,469	94,906	96,200	1,294
Operations and Maintenance Total		8,469	94,906	96,200	1,294
Rental and Leasing					
630/550018	County Wide Canon Photocopier Lease			31,067	31,067
Rental and Leasing Total				31,067	31,067
Contingency and Special Purposes					
814/580380	Appropriation Adjustments		(112,720)	(112,720)	(112,720)
883/580260	Cook County Administration	47,461	42,346	42,346	(5,115)
Contingency and Special Purposes Total			(70,374)	(70,374)	(117,835)
Operating Funds Total		580,601	1,136,600	1,059,150	(77,450)

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
 DEPARTMENT 533 - COUNTY CLERK - AUTOMATION FUND

Job Code	Title	Grade	2009 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
01 Administration								
01 Administration and Clerical - 5331454								
0067	Executive Assistant To The Director	23	1.0	81,889	1.0	66,606	1.0	66,606
0050	Administrative Assistant IV	18	3.2	235,911	4.0	239,712	4.0	239,712
0936	Stenographer V	13	1.0	45,146	1.0	45,827	1.0	45,827
4842	Clerk V	13	1.0	42,993	1.0	42,994	1.0	42,994
0364	Tax Examiner III	11	1.0	31,719	1.0	26,735	1.0	26,735
0907	Clerk V	11	1.0	32,454	1.0	32,455	1.0	32,455
4839	Clerk IV	11	1.0	40,023	1.0	40,304	1.0	40,304
0906	Clerk IV	09	1.0	28,223	1.0	28,841	1.0	28,841
			10.2	\$538,358	11.0	\$523,474	11.0	\$523,474
02 Vital Statistics								
01 Suburban Offices - 5331457								
0907	Clerk V	11	2.0	80,046	2.0	80,048	2.0	80,048
			2.0	\$80,046	2.0	\$80,048	2.0	\$80,048
Total Salaries and Positions			12.2	\$618,404	13.0	\$603,522	13.0	\$603,522

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE
DEPARTMENT 533 - COUNTY CLERK - AUTOMATION FUND

Grade	2009 Current		Department Request		President's Recommendation	
	FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
23	1.0	81,889	1.0	66,606	1.0	66,606
18	3.2	235,911	4.0	239,712	4.0	239,712
13	2.0	88,139	2.0	88,821	2.0	88,821
11	5.0	184,242	5.0	179,542	5.0	179,542
09	1.0	28,223	1.0	28,841	1.0	28,841
Total Salaries and Positions	12.2	\$618,404	13.0	\$603,522	13.0	\$603,522