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BUREAU SUMMARY
 COUNTY CLERK

SUMMARY OF APPROPRIATIONS

Department and Title	2010 Expenditures	2010 Adjusted Appropriation	Approved & Adopted	Difference
Corporate Fund				
110 - County Clerk	8,312,993.16	8,494,207	7,922,678	(571,529)
Corporate Fund Total	8,312,993.16	8,494,207	7,922,678	(571,529)
General Fund Total	8,312,993.16	8,494,207	7,922,678	(571,529)
Special Purpose Funds				
524 - County Clerk - Election Division Fund	22,024,999.41	25,305,360	19,200,323	(6,105,037)
533 - County Clerk - Automation Fund	768,374.81	1,059,150	1,592,205	533,055
Special Purpose Funds Total	22,793,374.22	26,364,510	20,792,528	(5,571,982)
Special Purpose Fund Total	22,793,374.22	26,364,510	20,792,528	(5,571,982)
Total Appropriations	31,106,367.38	34,858,717	28,715,206	(6,143,511)

SUMMARY OF POSITIONS

Department and Title	2010 Approved Positions	Approved & Adopted	Difference
Corporate Fund			
110 - County Clerk	167.0	144.8	(22.2)
Corporate Fund Total	167.0	144.8	(22.2)
General Fund Total	167.0	144.8	(22.2)
Special Purpose Funds			
524 - County Clerk - Election Division Fund	121.0	125.6	4.6
533 - County Clerk - Automation Fund	13.0	15.0	2.0
Special Purpose Funds Total	134.0	140.6	6.6
Special Purpose Fund Total	134.0	140.6	6.6
Total Positions	301.0	285.4	(15.6)

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
COUNTY CLERK

Account	2010 Expenditures	2010 Adjusted Appropriation	Approved & Adopted	Difference	
Personal Services					
110/501010	Salaries and Wages of Regular Employees	7,873,420.21	8,299,722	7,566,038	(733,684)
120/501210	Overtime Compensation	96,946.51	63,600	84,500	20,900
172/501540	Workers' Compensation		5,000	1,000	(4,000)
185/501810	Professional and Technical Membership Fees	205.00	1,815	235	(1,580)
190/501970	Transportation and Other Travel Expenses for Employees	2,427.55	2,500	4,800	2,300
Personal Services Total		7,972,999.27	8,372,637	7,656,573	(716,064)
Contractual Services					
214/520030	Armored Car Service		74,000	40,000	(34,000)
225/520260	Postage	209,286.00	209,466	249,343	39,877
228/520280	Delivery Services	309.14	500	300	(200)
240/520490	Printing and Publishing	51,143.37	51,700	48,275	(3,425)
245/520610	Advertising For Specific Purposes	340.00	700	450	(250)
250/520730	Premiums on Fidelity, Surety Bonds and Public Liability	700.00	1,900	2,000	100
Contractual Services Total		261,778.51	338,266	340,368	2,102
Supplies and Materials					
350/530600	Office Supplies	45,334.77	46,000	70,700	24,700
353/530640	Books, Periodicals, Publications, Archives and Data Services	30,222.11	31,600	32,542	942
Supplies and Materials Total		75,556.88	77,600	103,242	25,642
Operations and Maintenance					
440/540130	Maintenance and Repair of Office Equipment	2,658.50	7,000	7,600	600
441/540172	County Wide Contract for Maintenance of Data Processing Equipment			50,256	50,256
Operations and Maintenance Total		2,658.50	7,000	57,856	50,856
Rental and Leasing					
630/550018	County Wide Canon Photocopier Lease			25,627	25,627
Rental and Leasing Total				25,627	25,627
Contingency and Special Purposes					
814/580380	Appropriation Adjustments		(301,296)	(260,988)	40,308
Contingency and Special Purposes Total			(301,296)	(260,988)	40,308
Operating Funds Total		8,312,993.16	8,494,207	7,922,678	(571,529)
(717) New/Replacement Capital Equipment					
530/560510	Office Furnishings and Equipment		4,000	19,700	15,700
570/560440	Telecommunications Equipment		4,200		(4,200)
579/560450	Computer Equipment	630,538.12	869,028	813,500	(55,528)
		630,538.12	877,228	833,200	(44,028)
Total Capital Equipment Request Total		630,538.12	877,228	833,200	(44,028)

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
COUNTY CLERK - SPECIAL PURPOSE FUNDS

Account	2010 Expenditures	2010 Adjusted Appropriation	Approved & Adopted	Difference	
Personal Services					
110/501010	Salaries and Wages of Regular Employees	6,639,613.95	7,425,309	7,784,681	359,372
120/501210	Overtime Compensation	534,099.80	940,200	375,200	(565,000)
129/501300	Salaries and Wages of Seasonal Work Employees	936,935.97	800,001	711,677	(88,324)
133/501360	Per Diem Personnel	934,258.25	1,300,000	470,000	(830,000)
136/501400	Differential Pay	5,635.75			
170/501510	Mandatory Medicare Costs	114,137.22	101,847	110,375	8,528
172/501540	Workers' Compensation		200	1,000	800
175/501590	Life Insurance Program	20,242.79	26,488	27,532	1,044
176/501610	Health Insurance	1,318,087.47	1,449,568	1,573,488	123,920
177/501640	Dental Insurance Plan	35,367.72	40,450	41,721	1,271
178/501660	Unemployment Compensation		80,000	260,000	180,000
179/501690	Vision Care Insurance	11,700.13	14,152	14,591	439
183/501770	Seminars for Professional Employees	4,948.00	5,000	15,000	10,000
185/501810	Professional and Technical Membership Fees	8,146.90	10,000	10,000	
186/501860	Training Programs for Staff Personnel	13,562.45	17,000	40,000	23,000
190/501970	Transportation and Other Travel Expenses for Employees	42,020.66	86,000	75,000	(11,000)
Personal Services Total		10,618,757.06	12,296,215	11,510,265	(785,950)
Contractual Services					
220/520150	Communication Services	350,000.00	350,000		(350,000)
220/520165	For IP Addresses for Transmittal of Election Results			250,000	250,000
225/520260	Postage	1,041,040.00	1,045,000	775,000	(270,000)
228/520280	Delivery Services	1,008.54	10,000	10,000	
240/520490	Printing and Publishing	237,915.50	1,786,000	587,880	(1,198,120)
245/520610	Advertising For Specific Purposes	20,468.32	575,000	10,000	(565,000)
260/520830	Professional and Managerial Services	2,991,091.44	3,064,106	1,679,193	(1,384,913)
267/521010	Juror or Election Judge Fees	4,001,350.40	3,727,000	1,600,000	(2,127,000)
268/521030	Court Reporting, Stenographic, Transcribing, or Interpreter Services	34,139.25	35,000	50,000	15,000
Contractual Services Total		8,677,013.45	10,592,106	4,962,073	(5,630,033)
Supplies and Materials					
310/530010	Food Supplies	11,003.02	16,000	8,000	(8,000)
330/530160	Household, Laundry, Cleaning and Personal Care Supplies	11,591.38	15,000	15,000	
350/530600	Office Supplies	273,441.63	320,000	285,000	(35,000)
353/530640	Books, Periodicals, Publications, Archives and Data Services	11,498.98	12,300	69,192	56,892
355/530700	Photographic and Reproduction Supplies	40,906.33	50,000	50,000	
376/531630	Maint. Supplies for Election Equipment	204,029.27	200,000	75,000	(125,000)
388/531650	Computer Operation Supplies	275,893.89	256,150	572,480	316,330
Supplies and Materials Total		828,364.50	869,450	1,074,672	205,222
Operations and Maintenance					
430/540110	Moving Expenses & Minor Remodeling of County Facilities	1,752,835.33	1,711,616	1,105,960	(605,656)
440/540130	Maintenance and Repair of Office Equipment	9,608.64	10,000	10,000	
441/540170	Maintenance and Repair of Data Processing Equipment and Software	17,059.95	109,460	61,450	(48,010)
444/540250	Maintenance and Repair of Automotive Equipment	1,967.05	35,000	35,000	
Operations and Maintenance Total		1,781,470.97	1,866,076	1,212,410	(653,666)
Capital Equipment and Improvements					
579/560450	Computer Equipment			403,600	403,600
Capital Equipment and Improvements Total				403,600	403,600
Rental and Leasing					
630/550010	Rental of Office Equipment	150,539.00	195,434	40,367	(155,067)

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
COUNTY CLERK - SPECIAL PURPOSE FUNDS

Account	2010 Expenditures	2010 Adjusted Appropriation	Approved & Adopted	Difference
630/550018 County Wide Canon Photocopier Lease			43,994	43,994
634/550060 Rental of Automotive Equipment	24,515.16	35,000	35,000	
660/550130 Rental of Facilities	441,657.08	457,400	266,950	(190,450)
Rental and Leasing Total	616,711.24	687,834	386,311	(301,523)
<u>Contingency and Special Purposes</u>				
814/580380 Appropriation Adjustments		(218,228)	(224,450)	(6,222)
883/580260 Cook County Administration	271,057.00	271,057	1,467,647	1,196,590
Contingency and Special Purposes Total	271,057.00	52,829	1,243,197	1,190,368
Operating Funds Total	22,793,374.22	26,364,510	20,792,528	(5,571,982)
<u>(715) Major Capital Equipment - Long Term Projects</u>				
579/560450 Computer Equipment			1,125,000	1,125,000
			1,125,000	1,125,000
Total Capital Equipment Request Total			1,125,000	1,125,000

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; maintains real estate maps and 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 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:

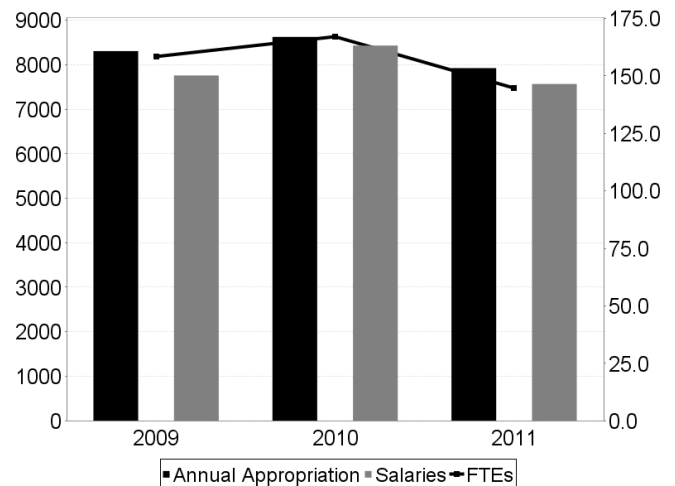
- oSecure elections
- oWell-trained Election Day staff
- oAn accurate vote count
- oUp-to-date voter registration records

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; Assumed Business Name registrations; Ethics Statements of candidates, elected officials and government employees; Lobbyist registrations and reports; 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.

Appropriations (\$ thousands)			
Fund Category	2009 Adopted	2010 Adopted	2011 Approved and Adopted
General	8,304.7	8,623.6	7,922.7
Total	8,304.7	8,623.6	7,922.7
Adopted			
FTE Positions	158.6	167.0	144.8



Major Accomplishments

- Implemented a new Election Judge Management System. The system allows for enhanced and more efficient communications with election judges while reducing paper and postage costs.
- Launched a joint petition-checking project with the Chicago Board of Election Commissioners. By merging both voter registration databases for this purpose, we have streamlined the process of validating challenged petitions, thus reducing administrative costs for both jurisdictions.
- Eliminated duplicative Campaign Disclosure filings at the Clerk's office. Campaigns now file once at the State of Illinois' Chicago office.
- Expanded the Vital Records office in the Daley Center Concourse to accommodate increased foot traffic as a result of acquiring the City of Chicago's vital records operation. The new layout alleviates lines making visits quicker and more convenient.
- Launched an online filing system for lobbyists reporting, thereby increasing transparency about who is paid to influence county government.

Key Initiatives

DEPARTMENT OVERVIEW

110 COUNTY CLERK

- Provide services in the most cost-effective, customer-friendly and environmentally responsible manner possible. This will be accomplished by:
 - oContinuing to identify opportunities to provide convenient and cost effective services to citizens via the internet.
 - oUpgrading information technology hardware infrastructure to accommodate a "greener" environment.
- Successfully conduct the February 2011 Primary and the April 2011 Consolidated elections.
- Initiate integration of database management systems throughout all County Clerk offices with SharePoint.
- Initiate process to replace the outdated Voter Registration Management System.
- Launch an online filing system for approximately 26,000 people who are required to file a Statement of Economic Interest.
- Institute Civil Union licenses at the Bureau of Vital Records, to comply with new state law.
- Phase out the Domestic Partnership program.

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 subdivision resolutions passed by the County Board of Commissioners and submits recommendations to said Board for action. If adjacent parcels of property are redivided, or if an individual parcel is subdivided 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.

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
DEPARTMENT 110 - COUNTY CLERK

Account	2010 Expenditures	2010 Adjusted Appropriation	Approved & Adopted	Difference	
Personal Services					
110/501010	Salaries and Wages of Regular Employees	7,873,420.21	8,299,722	7,566,038	(733,684)
120/501210	Overtime Compensation	96,946.51	63,600	84,500	20,900
172/501540	Workers' Compensation		5,000	1,000	(4,000)
185/501810	Professional and Technical Membership Fees	205.00	1,815	235	(1,580)
190/501970	Transportation and Other Travel Expenses for Employees	2,427.55	2,500	4,800	2,300
Personal Services Total		7,972,999.27	8,372,637	7,656,573	(716,064)
Contractual Services					
214/520030	Armored Car Service		74,000	40,000	(34,000)
225/520260	Postage	209,286.00	209,466	249,343	39,877
228/520280	Delivery Services	309.14	500	300	(200)
240/520490	Printing and Publishing	51,143.37	51,700	48,275	(3,425)
245/520610	Advertising For Specific Purposes	340.00	700	450	(250)
250/520730	Premiums on Fidelity, Surety Bonds and Public Liability	700.00	1,900	2,000	100
Contractual Services Total		261,778.51	338,266	340,368	2,102
Supplies and Materials					
350/530600	Office Supplies	45,334.77	46,000	70,700	24,700
353/530640	Books, Periodicals, Publications, Archives and Data Services	30,222.11	31,600	32,542	942
Supplies and Materials Total		75,556.88	77,600	103,242	25,642
Operations and Maintenance					
440/540130	Maintenance and Repair of Office Equipment	2,658.50	7,000	7,600	600
441/540172	County Wide Contract for Maintenance of Data Processing Equipment			50,256	50,256
Operations and Maintenance Total		2,658.50	7,000	57,856	50,856
Rental and Leasing					
630/550018	County Wide Canon Photocopier Lease			25,627	25,627
Rental and Leasing Total				25,627	25,627
Contingency and Special Purposes					
814/580380	Appropriation Adjustments		(301,296)	(260,988)	40,308
Contingency and Special Purposes Total			(301,296)	(260,988)	40,308
Operating Funds Total		8,312,993.16	8,494,207	7,922,678	(571,529)
(717) New/Replacement Capital Equipment - 71700110					
530/560510	Office Furnishings and Equipment		4,000	19,700	15,700
570/560440	Telecommunications Equipment		4,200		(4,200)
579/560450	Computer Equipment	630,538.12	869,028	813,500	(55,528)
		630,538.12	877,228	833,200	(44,028)
Total Capital Equipment Request Total		630,538.12	877,228	833,200	(44,028)

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

DEPARTMENT 110 - COUNTY CLERK

Job Code	Title	Grade	2010 Appropriation		Approved & Adopted	
			FTE Pos.	Salaries	FTE Pos.	Salaries
01 Administration						
01 Administrative Division - 1101195						
0005	County Clerk	SEL	1.0	105,000	1.0	105,000
0037	Deputy County Clerk	24	1.0	127,198	1.0	127,198
0051	Administrative Assistant V	20	1.0	77,742	0.5	38,872
0050	Administrative Assistant IV	18	1.0	59,431	1.0	57,098
0370	Tax Examiner V	15			1.0	55,301
0047	Administrative Assistant II	14	1.0	49,761		
			5.0	\$419,132	4.5	\$383,469
02 Human Resources/payroll - 1101196						
0051	Administrative Assistant V	20	1.0	77,742	1.0	78,891
			1.0	\$77,742	1.0	\$78,891
03 Finance and Operations - 1101197						
0048	Administrative Assistant III	16	1.0	56,817	1.0	56,818
0936	Stenographer V	13	1.0	41,129	1.0	41,759
			2.0	\$97,946	2.0	\$98,577
02 Tax Redemption Division						
01 Supervisory - 1101198						
0043	Administrative Assistant To County Clerk	24	1.0	116,392	1.0	116,392
0067	Executive Assistant To The Director	23	1.0	95,382	1.0	96,732
0371	Tax Redemption Supervisor	22	1.0	88,065	1.0	88,903
0051	Administrative Assistant V	20	1.0	71,780		
0048	Administrative Assistant III	16	1.0	56,817	1.0	56,709
			5.0	\$428,436	4.0	\$358,736
02 Public Service - 1101199						
0051	Administrative Assistant V	20	1.0	76,587	1.0	77,168
0369	Tax Examiner IV	13	3.0	135,512	3.0	135,641
4849	Tax Examiner III-County Clerk	13	1.0	42,993	1.0	44,139
0364	Tax Examiner III	11	3.0	105,976	3.0	107,091
0907	Clerk V	11	2.0	79,262	2.0	69,717
			10.0	\$440,330	10.0	\$433,756
03 Tax Searches - 1101402						
0050	Administrative Assistant IV	18	1.0	57,923	1.0	58,049
4848	Stenographer V	15	1.0	49,761	1.0	52,077
4850	Tax Examiner IV-County Clerk	15	1.0	52,101	1.0	52,376
0047	Administrative Assistant II	14	1.0	41,129		
0369	Tax Examiner IV	13	1.0	46,488	1.0	46,488
0907	Clerk V	11	3.0	110,194	2.0	78,719
			8.0	\$357,596	6.0	\$287,709
04 Posting and Payouts - 1101201						
0050	Administrative Assistant IV	18	1.0	64,319	1.0	65,276
0370	Tax Examiner V	15	2.0	108,998	1.0	55,030
0936	Stenographer V	13	2.0	89,481	2.0	89,482
4842	Clerk V-County Clerk	13	1.0	42,993	1.0	43,620
4849	Tax Examiner III-County Clerk	13	1.0	42,993	1.0	44,074
0364	Tax Examiner III	11	1.0	40,023	1.0	40,391
0907	Clerk V	11	3.0	102,614	1.2	49,929
			11.0	\$491,421	8.2	\$387,802
05 Tax Sales - 1101202						
0050	Administrative Assistant IV	18	1.0	60,582	1.0	61,450

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

Job Code	Title	Grade	2010 Appropriation		Approved & Adopted	
			FTE Pos.	Salaries	FTE Pos.	Salaries
0369	Tax Examiner IV	13	2.0	89,038	2.0	90,119
0907	Clerk V	11	3.0	120,612	2.0	78,981
			6.0	\$270,232	5.0	\$230,550
03 Tax Extension Division						
01 Tax Extension Section - 1101203						
0067	Executive Assistant To The Director	23	1.0	100,260	1.0	101,756
0048	Administrative Assistant III	16	1.0	50,754	1.0	50,755
4851	Tax Examiner V-County Clerk	16	2.0	113,037	2.0	113,039
			4.0	\$264,051	4.0	\$265,550
04 Clerk Of The Board						
01 Clerk of the Board - 1101204						
0043	Administrative Assistant To County Clerk	24	1.0	96,576	1.0	96,576
0067	Executive Assistant To The Director	23	1.0	95,382	1.0	97,032
0050	Administrative Assistant IV	18	2.0	133,885	1.9	128,427
0048	Administrative Assistant III	16	4.0	216,996	4.0	220,715
0047	Administrative Assistant II	14	3.0	148,318	2.0	99,132
4847	Stenographer V-County Clerk	14			1.0	49,440
0936	Stenographer V	13	1.0	47,894	1.0	47,895
4842	Clerk V-County Clerk	13	2.0	90,887	1.0	45,123
			14.0	\$829,938	12.9	\$784,340
05 Ethics And Financial Disclosure						
01 Ethics and Financial Disclosure - 1101205						
0907	Clerk V	11	1.0	33,997		
			1.0	\$33,997		
06 Map Division						
01 Map Section - 1101206						
0076	Administrative Assistant To County Clerk II	22	1.0	84,200	1.0	81,140
2269	Map Division Supervisor III	22	1.0	95,858		
0051	Administrative Assistant V	20	1.0	70,362	1.0	57,098
0050	Administrative Assistant IV	18	1.0	65,615	1.0	65,859
0048	Administrative Assistant III	16	1.0	55,671	1.0	56,501
0370	Tax Examiner V	15	1.0	53,154	1.0	53,155
0047	Administrative Assistant II	14	1.0	51,438	1.0	51,439
0936	Stenographer V	13	1.0	46,044	1.0	46,045
4844	Draftsman II-County Clerk	13	1.0	46,044	1.0	46,045
			9.0	\$568,386	8.0	\$457,282
07 Accounting Division						
01 Accounting Section - 1101207						
0050	Administrative Assistant IV	18	1.0	64,319	1.0	65,240
0048	Administrative Assistant III	16	1.0	56,817		
4851	Tax Examiner V-County Clerk	16	1.0	56,817		
0370	Tax Examiner V	15	2.0	106,851	2.0	106,853
0047	Administrative Assistant II	14	1.0	49,439	1.0	49,440
0936	Stenographer V	13	1.0	42,993		
0907	Clerk V	11	1.0	37,346	1.0	38,095
			8.0	\$414,582	5.0	\$259,628
02 Tax Redemption Cashier - 1101208						
0048	Administrative Assistant III	16	1.0	46,244		
0142	Accountant II	13	1.0	46,044	1.0	46,045
0364	Tax Examiner III	11	1.0	39,239	1.0	40,024

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

Job Code	Title	Grade	2010 Appropriation		Approved & Adopted	
			FTE Pos.	Salaries	FTE Pos.	Salaries
03 Tax Order Redemption Cashier - 1101209			3.0	\$131,527	2.0	\$86,069
0142	Accountant II	13	5.0	234,366	5.0	234,368
			5.0	\$234,366	5.0	\$234,368
05 Data Processing - 1101403						
0142	Accountant II	13	1.0	47,894	1.0	47,895
			1.0	\$47,894	1.0	\$47,895
08 Bureau of Vital Records						
01 Supervisory - 1101211						
0043	Administrative Assistant To County Clerk	24	2.0	188,197	2.0	188,197
0067	Executive Assistant To The Director	23	1.0	84,200	1.0	85,148
0050	Administrative Assistant IV	18	3.0	196,869	2.0	132,255
5194	Vital Records Supervisor I	18	2.0	116,165	2.0	117,931
0048	Administrative Assistant III	16	1.0	57,366	1.0	57,367
0936	Stenographer V	13	2.0	85,987	2.0	90,294
0364	Tax Examiner III	11	1.0	35,584	1.0	35,706
0907	Clerk V	11	2.0	79,262	2.0	79,264
			14.0	\$843,630	13.0	\$786,162
02 Document Processing - 1101212						
0274	Vital Statistics Section Coordinator	16	1.0	62,112	1.0	57,590
0907	Clerk V	11	2.0	79,262	1.0	40,394
			3.0	\$141,374	2.0	\$97,984
03 Correspondence - 1101213						
3145	Vital Records Clerk V	15	1.0	53,154	1.0	53,155
0936	Stenographer V	13	2.0	94,382	2.0	94,383
4842	Clerk V-County Clerk	13	1.0	42,993	1.0	44,026
0907	Clerk V	11	6.0	171,098	4.2	157,339
			10.0	\$361,627	8.2	\$348,903
04 Public Service - 1101214						
5194	Vital Records Supervisor I	18	2.0	127,362	2.0	129,298
4837	Admin Assistant II-County Clk	16	1.0	53,204	1.0	55,645
0936	Stenographer V	13	7.0	322,949	8.0	373,028
4842	Clerk V-County Clerk	13	2.0	85,987	2.0	85,988
0907	Clerk V	11	8.0	290,049	6.0	233,025
			20.0	\$879,551	19.0	\$876,984
05 Notary Public - 1101404						
5194	Vital Records Supervisor I	18	1.0	63,681	1.0	63,721
0907	Clerk V	11	1.0	40,023		
			2.0	\$103,704	1.0	\$63,721
06 Assumed Names - 1101216						
4842	Clerk V-County Clerk	13	2.0	80,340	2.0	82,762
			2.0	\$80,340	2.0	\$82,762
07 Marriage Licenses - 1101217						
3145	Vital Records Clerk V	15	1.0	55,300	1.0	55,301
0936	Stenographer V	13	1.0	46,044	1.0	46,045
4842	Clerk V-County Clerk	13	1.0	42,993	1.0	45,123
0907	Clerk V	11	1.0	37,346		
			4.0	\$181,683	3.0	\$146,469
08 Vital Statistics Cashiers - 1101218						
3145	Vital Records Clerk V	15	1.0	53,697	1.0	53,698

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

Job Code	Title	Grade	2010 Appropriation		Approved & Adopted	
			FTE Pos.	Salaries	FTE Pos.	Salaries
4838	Bookkeeper IV-County Clerk	15	1.0	55,300	1.0	55,301
0907	Clerk V	11	2.0	80,416	2.0	80,418
			4.0	\$189,413	4.0	\$189,417
09 Maywood Office						
01 Maywood Operations - 1101219						
0907	Clerk V	11	3.0	117,393	3.0	117,394
			3.0	\$117,393	3.0	\$117,394
10 Markham Office						
01 Markham Operations - 1101405						
5194	Vital Records Supervisor I	18	1.0	59,386	1.0	59,699
4842	Clerk V-County Clerk	13	1.0	42,993		
0907	Clerk V	11	2.0	81,656	2.0	81,657
			4.0	\$184,035	3.0	\$141,356
11 Skokie Office						
01 Skokie Operations - 1101221						
5194	Vital Records Supervisor I	18	1.0	54,288	1.0	54,933
0046	Administrative Assistant I	12	1.0	42,030	1.0	42,031
0907	Clerk V	11	1.0	37,346	1.0	38,095
			3.0	\$133,664	3.0	\$135,059
12 Rolling Meadows Office						
01 Rolling Meadows Operations - 1101222						
5194	Vital Records Supervisor I	18	1.0	56,779	1.0	57,642
4842	Clerk V-County Clerk	13	1.0	45,146	1.0	45,898
0907	Clerk V	11	2.0	71,169	2.0	71,953
			4.0	\$173,094	4.0	\$175,493
13 Bridgeview Office						
01 Bridgeview Operations - 1101223						
5194	Vital Records Supervisor I	18	1.0	64,964	1.0	65,953
			1.0	\$64,964	1.0	\$65,953
Total Salaries and Positions			167.0	\$8,562,048	144.8	\$7,622,279
Turnover Adjustment						(56,241)
Operating Funds Total			167.0	\$8,562,048	144.8	\$7,566,038

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

Grade	2010 Appropriation		Approved & Adopted	
	FTE Pos.	Salaries	FTE Pos.	Salaries
SEL	1.0	105,000	1.0	105,000
24	5.0	528,363	5.0	528,363
23	4.0	375,224	4.0	380,668
22	3.0	268,123	2.0	170,043
20	5.0	374,213	3.5	252,029
18	20.0	1,245,568	18.9	1,182,831
16	16.0	882,652	13.0	725,139
15	11.0	588,316	11.0	592,247
14	7.0	340,085	5.0	249,451
13	45.0	2,022,607	43.0	1,956,285
12	1.0	42,030	1.0	42,031
11	49.0	1,789,867	37.4	1,438,192
Total Salaries and Positions	167.0	\$8,562,048	144.8	\$7,622,279
Turnover Adjustment				(56,241)
Operating Funds Total	167.0	\$8,562,048	144.8	\$7,566,038

DEPARTMENT OVERVIEW

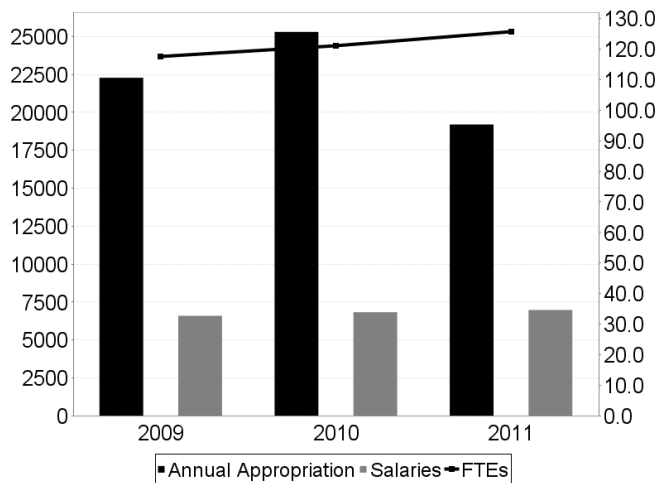
524 COUNTY CLERK - ELECTION DIVISION FUND

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	2009 Adopted	2010 Adopted	2011 Approved and Adopted
General	22,282.3	25,305.4	19,200.3
Total	22,282.3	25,305.4	19,200.3
	Adopted	Adopted	Adopted
FTE Positions	117.5	121.0	125.6



Programs

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 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 (pre-election logic accuracy testing) 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 524 - COUNTY CLERK - ELECTION DIVISION FUND

Account	2010 Expenditures	2010 Adjusted Appropriation	Approved & Adopted	Difference	
Personal Services					
110/501010	Salaries and Wages of Regular Employees	6,222,433.58	6,821,787	6,972,281	150,494
120/501210	Overtime Compensation	530,113.94	940,000	375,000	(565,000)
129/501300	Salaries and Wages of Seasonal Work Employees	936,935.97	800,001	711,677	(88,324)
133/501360	Per Diem Personnel	934,258.25	1,300,000	470,000	(830,000)
136/501400	Differential Pay	5,635.75			
170/501510	Mandatory Medicare Costs	106,442.59	93,089	98,587	5,498
172/501540	Workers' Compensation		200	1,000	800
175/501590	Life Insurance Program	18,721.84	24,309	24,587	278
176/501610	Health Insurance	1,250,517.69	1,329,760	1,413,072	83,312
177/501640	Dental Insurance Plan	33,449.90	36,588	37,343	755
178/501660	Unemployment Compensation		80,000	260,000	180,000
179/501690	Vision Care Insurance	10,762.46	12,774	13,110	336
183/501770	Seminars for Professional Employees	4,948.00	5,000	15,000	10,000
185/501810	Professional and Technical Membership Fees	8,146.90	10,000	10,000	
186/501860	Training Programs for Staff Personnel	12,026.50	15,000	25,000	10,000
190/501970	Transportation and Other Travel Expenses for Employees	42,020.66	86,000	75,000	(11,000)
Personal Services Total		10,116,414.03	11,554,508	10,501,657	(1,052,851)
Contractual Services					
220/520150	Communication Services	350,000.00	350,000		(350,000)
220/520165	For IP Addresses for Transmittal of Election Results			250,000	250,000
225/520260	Postage	1,041,040.00	1,045,000	775,000	(270,000)
228/520280	Delivery Services	1,008.54	10,000	10,000	
240/520490	Printing and Publishing	197,915.50	1,746,000	459,000	(1,287,000)
245/520610	Advertising For Specific Purposes	20,468.32	575,000	10,000	(565,000)
260/520830	Professional and Managerial Services	2,892,091.44	2,920,006	1,476,193	(1,443,813)
267/521010	Juror or Election Judge Fees	4,001,350.40	3,727,000	1,600,000	(2,127,000)
268/521030	Court Reporting, Stenographic, Transcribing, or Interpreter Services	34,139.25	35,000	50,000	15,000
Contractual Services Total		8,538,013.45	10,408,006	4,630,193	(5,777,813)
Supplies and Materials					
310/530010	Food Supplies	11,003.02	16,000	8,000	(8,000)
330/530160	Household, Laundry, Cleaning and Personal Care Supplies	11,591.38	15,000	15,000	
350/530600	Office Supplies	254,114.64	300,000	275,000	(25,000)
353/530640	Books, Periodicals, Publications, Archives and Data Services	11,498.98	12,000	59,192	47,192
355/530700	Photographic and Reproduction Supplies	40,906.33	50,000	50,000	
376/531630	Maint. Supplies for Election Equipment	204,029.27	200,000	75,000	(125,000)
388/531650	Computer Operation Supplies	251,287.10	200,000	515,630	315,630
Supplies and Materials Total		784,430.72	793,000	997,822	204,822
Operations and Maintenance					
430/540110	Moving Expenses & Minor Remodeling of County Facilities	1,752,835.33	1,711,616	1,105,960	(605,656)
440/540130	Maintenance and Repair of Office Equipment	9,608.64	10,000	10,000	
441/540170	Maintenance and Repair of Data Processing Equipment and Software	7,374.95	13,260	19,950	6,690
444/540250	Maintenance and Repair of Automotive Equipment	1,967.05	35,000	35,000	
Operations and Maintenance Total		1,771,785.97	1,769,876	1,170,910	(598,966)
Capital Equipment and Improvements					
579/560450	Computer Equipment			318,100	318,100
Capital Equipment and Improvements Total				318,100	318,100
Rental and Leasing					
630/550010	Rental of Office Equipment	119,472.00	164,367	40,367	(124,000)

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

Account	2010 Expenditures	2010 Adjusted Appropriation	Approved & Adopted	Difference
630/550018 County Wide Canon Photocopier Lease			18,367	18,367
634/550060 Rental of Automotive Equipment	24,515.16	35,000	35,000	
660/550130 Rental of Facilities	441,657.08	457,400	266,950	(190,450)
Rental and Leasing Total	585,644.24	656,767	360,684	(296,083)
<u>Contingency and Special Purposes</u>				
814/580380 Appropriation Adjustments		(105,508)	(107,646)	(2,138)
883/580260 Cook County Administration	228,711.00	228,711	1,328,603	1,099,892
Contingency and Special Purposes Total	228,711.00	123,203	1,220,957	1,097,754
Operating Funds Total	22,024,999.41	25,305,360	19,200,323	(6,105,037)
<u>(715) Major Capital Equipment - Long Term Projects - 71520310</u>				
579/560450 Computer Equipment			1,125,000	1,125,000
			1,125,000	1,125,000
Total Capital Equipment Request Total			1,125,000	1,125,000

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

Job Code	Title	Grade	2010 Appropriation		Approved & Adopted	
			FTE Pos.	Salaries	FTE Pos.	Salaries
01 Administration						
01 Supervisory and Support - 5240583						
0654	Election Division Supervisor II	24	1.0	85,252	1.0	85,252
0655	Election Division Supervisor III	24	1.0	124,025	1.0	120,935
0043	Administrative Assistant To County Clerk	24	5.0	553,967	5.5	601,091
0067	Executive Assistant To The Director	23	5.0	479,071	4.1	398,649
0076	Administrative Assistant To County Clerk II	22	5.0	395,532	3.0	237,894
0075	Administrative Assistant To County Clerk I	21	1.0	65,615	1.0	69,064
0051	Administrative Assistant V	20	2.0	136,356	2.0	134,457
0658	Election Judges Supervisor	20	1.0	65,289	1.0	65,633
0050	Administrative Assistant IV	18	4.0	239,249	4.0	235,667
0653	Election Division Supvr. I	18			2.0	105,881
3050	Administrative Assistant IV	18	1.0	61,133	1.0	59,767
1515	Caseworker V	18	2.0	105,343		
0048	Administrative Assistant III	16	2.0	99,448	2.0	99,600
0047	Administrative Assistant II	14	1.0	49,439	2.0	100,003
0936	Stenographer V	13	3.0	132,321	3.0	132,940
4840	Clerk IV- County Clerk/Sheriff	12	1.0	36,449	1.0	36,504
0907	Clerk V	11	1.0	37,346	1.0	38,095
4839	Clerk IV-CNTY CLK/ROD/SHERIFF	11	1.0	35,584	1.0	36,314
			37.0	\$2,701,419	35.6	\$2,557,746
02 Voting Device Maintenance/Warehouse - 5240584						
0067	Executive Assistant To The Director	23	2.0	185,369	2.0	186,978
1108	Programmer IV	22	1.0	63,681	1.0	64,653
0653	Election Division Supvr. I	18			1.0	59,607
1515	Caseworker V	18	1.0	59,386		
4837	Admin Assistant II-County Clk	16	1.0	50,754	1.0	50,923
4834	Admin Assistant I-County Clerk	15	1.0	47,382	1.0	47,546
4848	Stenographer V	15	1.0	49,761	1.0	51,243
0047	Administrative Assistant II	14	1.0	42,030	1.0	43,770
4835	Admin Assistant I-Cnty Clk/Shf	14	1.0	49,439	1.0	49,440
4843	Clerk V-County Clerk/Sheriff	14	1.0	42,030	1.0	40,168
4833	Admin Assistant I-County Clerk	13	1.0	45,146	1.0	45,147
4842	Clerk V-County Clerk	13	2.0	84,123	2.0	88,121
0046	Administrative Assistant I	12	2.0	78,599	2.0	68,185
4841	Clerk V-CNTY CLK/ROD/SHERIFF	12	2.0	84,882	2.0	85,308
0907	Clerk V	11	4.0	154,739	4.0	155,112
4839	Clerk IV-CNTY CLK/ROD/SHERIFF	11	1.0	35,584	1.0	35,841
0906	Clerk IV	09	4.0	119,805	4.0	120,895
			26.0	\$1,192,710	26.0	\$1,192,937
03 Voter Registration - 5240103						
0654	Election Division Supervisor II	24	1.0	93,500	1.0	93,500
0291	Administrative Analyst I	17	1.0	60,280	1.0	60,364
			2.0	\$153,780	2.0	\$153,864
02 Conduct of Elections						
01 Election and Registration Sites - 5240201						
0048	Administrative Assistant III	16	1.0	59,099	1.0	59,100
0936	Stenographer V	13	2.0	93,040	2.0	93,042
4842	Clerk V-County Clerk	13			1.0	42,994
4845	Election Field Coordinator II	13	3.0	138,122	3.0	139,280
0221	Election Field Coordinator II	12	1.0	33,997	1.0	34,107

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

Job Code	Title	Grade	2010 Appropriation		Approved & Adopted	
			FTE Pos.	Salaries	FTE Pos.	Salaries
0907	Clerk V	11			1.0	40,024
			7.0	\$324,258	9.0	\$408,547
02 Election Judges - 5240202						
4848	Stenographer V	15	1.0	52,101	1.0	53,016
0047	Administrative Assistant II	14	1.0	51,438	1.0	51,439
4843	Clerk V-County Clerk/Sheriff	14	1.0	42,030	1.0	42,828
0936	Stenographer V	13	1.0	46,044	2.0	90,296
4842	Clerk V-County Clerk	13	1.0	42,993	1.0	42,994
0907	Clerk V	11	3.0	111,433	3.0	103,978
			8.0	\$346,039	9.0	\$384,551
03 Absentee Voting - 5240203						
0653	Election Division Supvr. I	18			1.0	63,668
1515	Caseworker V	18	1.0	62,422		
3144	Election Support Clerk V	15	1.0	55,300	1.0	55,301
4842	Clerk V-County Clerk	13	1.0	42,993	1.0	42,994
0907	Clerk V	11	1.0	33,997	2.0	63,800
			4.0	\$194,712	5.0	\$225,763
03 Registration of Voters						
01 Registration of Voters - 5240301						
0067	Executive Assistant To The Director	23	1.0	96,337	1.0	97,802
0048	Administrative Assistant III	16	1.0	59,099	1.0	59,901
0936	Stenographer V	13	2.0	93,040	2.0	93,104
4842	Clerk V-County Clerk	13	1.0	42,993	1.0	45,147
0907	Clerk V	11			1.0	34,107
			5.0	\$291,469	6.0	\$330,061
02 Changes in Registration of Voters - 5240302						
0047	Administrative Assistant II	14	1.0	44,152	1.0	45,019
4842	Clerk V-County Clerk	13	1.0	45,146	1.0	45,278
			2.0	\$89,298	2.0	\$90,297
04 Record Processing						
01 Ballot Consolidation - 5240401						
0051	Administrative Assistant V	20	1.0	73,592	1.0	73,638
			1.0	\$73,592	1.0	\$73,638
02 Support Services - 5240402						
0043	Administrative Assistant To County Clerk	24	1.0	101,216	1.0	101,216
0067	Executive Assistant To The Director	23	1.0	98,280	1.0	99,746
0076	Administrative Assistant To County Clerk II	22	1.0	93,032	1.0	94,817
0075	Administrative Assistant To County Clerk I	21	1.0	81,723	1.0	81,774
0050	Administrative Assistant IV	18	1.0	64,149	1.0	63,189
0653	Election Division Supvr. I	18			2.0	108,303
1515	Caseworker V	18	2.0	108,266		
0048	Administrative Assistant III	16	2.0	107,442	3.0	153,987
3144	Election Support Clerk V	15	1.0	53,697	1.0	53,698
4836	Admin Assistant II-CC/ROD/SHF	15	1.0	49,761	1.0	49,762
0936	Stenographer V	13	1.0	47,894	1.0	47,895
0907	Clerk V	11	1.0	37,346	1.0	38,095
4839	Clerk IV-CNTY CLK/ROD/SHERIFF	11	1.0	37,346	1.0	37,347
			14.0	\$880,152	15.0	\$929,829
03 Data Entry and Voter Verification - 5240403						
0653	Election Division Supvr. I	18			1.0	63,668
1515	Caseworker V	18	1.0	62,422		

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

Job Code	Title	Grade	2010 Appropriation		Approved & Adopted	
			FTE Pos.	Salaries	FTE Pos.	Salaries
3144	Election Support Clerk V	15	1.0	49,761	1.0	46,245
4847	Stenographer V-County Clerk	14	1.0	51,438	1.0	51,439
0936	Stenographer V	13	2.0	89,038	2.0	90,313
4842	Clerk V-County Clerk	13	1.0	46,044	1.0	46,110
0907	Clerk V	11	9.0	334,451	9.0	337,064
			15.0	\$633,154	15.0	\$634,839
Total Salaries and Positions			121.0	\$6,880,583	125.6	\$6,982,072
Turnover Adjustment						(9,791)
Operating Funds Total			121.0	\$6,880,583	125.6	\$6,972,281

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

Grade	2010 Appropriation		Approved & Adopted	
	FTE Pos.	Salaries	FTE Pos.	Salaries
24	9.0	957,960	9.5	1,001,994
23	9.0	859,057	8.1	783,175
22	7.0	552,245	5.0	397,364
21	2.0	147,338	2.0	150,838
20	4.0	275,237	4.0	273,728
18	13.0	762,370	13.0	759,750
17	1.0	60,280	1.0	60,364
16	7.0	375,842	8.0	423,511
15	7.0	357,763	7.0	356,811
14	8.0	371,996	9.0	424,106
13	22.0	988,937	24.0	1,085,655
12	6.0	233,927	6.0	224,104
11	22.0	817,826	25.0	919,777
09	4.0	119,805	4.0	120,895
Total Salaries and Positions	121.0	\$6,880,583	125.6	\$6,982,072
Turnover Adjustment				(9,791)
Operating Funds Total	121.0	\$6,880,583	125.6	\$6,972,281

DEPARTMENT OVERVIEW

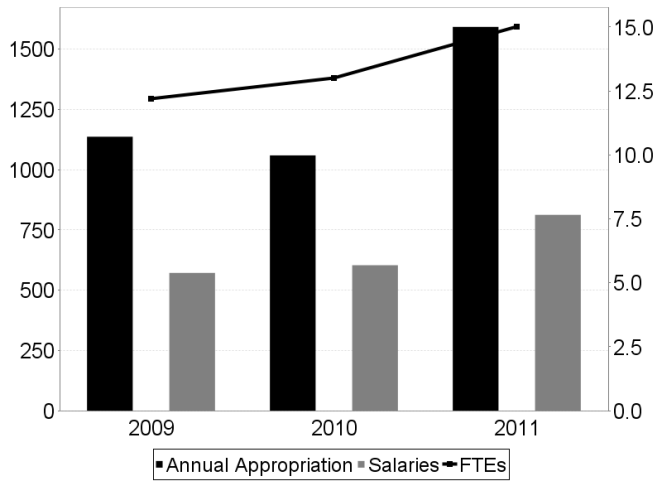
533 COUNTY CLERK - AUTOMATION FUND

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	2009 Adopted	2010 Adopted	2011 Approved and Adopted
General	1,136.6	1,059.2	1,592.2
Total	1,136.6	1,059.2	1,592.2
	Adopted	Adopted	Adopted
FTE Positions	12.2	13.0	15.0



Programs

Automation Fund

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.

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

Account	2010 Expenditures	2010 Adjusted Appropriation	Approved & Adopted	Difference	
Personal Services					
110/501010	Salaries and Wages of Regular Employees	417,180.37	603,522	812,400	208,878
120/501210	Overtime Compensation	3,985.86	200	200	
170/501510	Mandatory Medicare Costs	7,694.63	8,758	11,788	3,030
175/501590	Life Insurance Program	1,520.95	2,179	2,945	766
176/501610	Health Insurance	67,569.78	119,808	160,416	40,608
177/501640	Dental Insurance Plan	1,917.82	3,862	4,378	516
179/501690	Vision Care Insurance	937.67	1,378	1,481	103
186/501860	Training Programs for Staff Personnel	1,535.95	2,000	15,000	13,000
Personal Services Total		502,343.03	741,707	1,008,608	266,901
Contractual Services					
240/520490	Printing and Publishing	40,000.00	40,000	128,880	88,880
260/520830	Professional and Managerial Services	99,000.00	144,100	203,000	58,900
Contractual Services Total		139,000.00	184,100	331,880	147,780
Supplies and Materials					
350/530600	Office Supplies	19,326.99	20,000	10,000	(10,000)
353/530640	Books, Periodicals, Publications, Archives and Data Services		300	10,000	9,700
388/531650	Computer Operation Supplies	24,606.79	56,150	56,850	700
Supplies and Materials Total		43,933.78	76,450	76,850	400
Operations and Maintenance					
441/540170	Maintenance and Repair of Data Processing Equipment and Software	9,685.00	96,200	41,500	(54,700)
Operations and Maintenance Total		9,685.00	96,200	41,500	(54,700)
Capital Equipment and Improvements					
579/560450	Computer Equipment			85,500	85,500
Capital Equipment and Improvements Total				85,500	85,500
Rental and Leasing					
630/550010	Rental of Office Equipment	31,067.00	31,067		(31,067)
630/550018	County Wide Canon Photocopier Lease			25,627	25,627
Rental and Leasing Total		31,067.00	31,067	25,627	(5,440)
Contingency and Special Purposes					
814/580380	Appropriation Adjustments		(112,720)	(116,804)	(4,084)
883/580260	Cook County Administration	42,346.00	42,346	139,044	96,698
Contingency and Special Purposes Total		42,346.00	(70,374)	22,240	92,614
Operating Funds Total		768,374.81	1,059,150	1,592,205	533,055

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

Job Code	Title	Grade	2010 Appropriation		Approved & Adopted	
			FTE Pos.	Salaries	FTE Pos.	Salaries
01 Administration						
01 Administration and Clerical - 5331454						
0067	Executive Assistant To The Director	23	1.0	71,780	1.0	69,542
0051	Administrative Assistant V	20			1.0	72,324
0050	Administrative Assistant IV	18	4.0	244,635	5.0	312,002
0048	Administrative Assistant III	16			1.0	57,192
4851	Tax Examiner V-County Clerk	16			1.0	56,818
0047	Administrative Assistant II	14			1.0	41,130
0936	Stenographer V	13	1.0	46,044	1.0	46,045
4842	Clerk V-County Clerk	13	1.0	42,993	1.0	47,047
0364	Tax Examiner III	11	1.0	26,735		
0907	Clerk V	11	1.0	32,455		
4839	Clerk IV-CNTY CLK/ROD/SHERIFF	11	1.0	40,393		
0906	Clerk IV	09	1.0	29,594	1.0	30,252
			11.0	\$534,629	13.0	\$732,352
02 Vital Statistics						
01 Suburban Offices - 5331457						
0907	Clerk V	11	2.0	80,046	2.0	80,048
			2.0	\$80,046	2.0	\$80,048
Total Salaries and Positions			13.0	\$614,675	15.0	\$812,400

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

Grade	2010 Appropriation		Approved & Adopted	
	FTE Pos.	Salaries	FTE Pos.	Salaries
23	1.0	71,780	1.0	69,542
20			1.0	72,324
18	4.0	244,635	5.0	312,002
16			2.0	114,010
14			1.0	41,130
13	2.0	89,037	2.0	93,092
11	5.0	179,629	2.0	80,048
09	1.0	29,594	1.0	30,252
Total Salaries and Positions	13.0	\$614,675	15.0	\$812,400

