

Contra Costa County Clerk-Recorder

The County Clerk-Recorder is an elective office with responsibility for three divisions: the County Clerk-Recorder Division, the Elections Division and the Administration Division. The County Clerk-Recorder is also the County Registrar of Voters and Commissioner of Civil Marriages for Contra Costa County.

The County Clerk-Recorder impartially oversees the operation of the Clerk-Recorder-Elections Department; including County Clerk, County Recorder, election administration; budget development and adherence; personnel selection, development, management and supervision.

Department Heads are responsible for maximizing the use of department financial, technical and personnel resources.

Primary Responsibilities are to ensure that all official records and indices relating to real property and vital records in Contra Costa County are accurately maintained, protected and preserved and that elections are conducted in a fair, accurate and timely manner in accordance with State and Federal laws.

Recorder duties

The County Clerk-Recorder is responsible for the recording of deeds, deeds of trust, court decrees and other documents affecting title to real property in Contra Costa County, for maintaining official records to provide a public record and to give constructive notice of transactions relating to real property in the County. In addition, the County Clerk-Recorder is responsible for the official recording, filing and preserving of all vital documents in the County. The Clerk-Recorder Division maintains Uniform Commercial Code filings and subdivision maps within the County. This Division creates digital images of real property and vital records and provides and maintains an efficient retrieval system to provide secure archives and to support public requests for this information. All functions of the office are conducted under provisions of the State Constitution and State Codes. The office processed 240,254 real and personal property documents in 2018.

County Clerk duties

The County Clerk-Recorder issues marriage licenses, performs civil marriage ceremonies, processes fictitious business name filings, provides for the qualification and registration of notaries, process servers and miscellaneous statutory oaths and other filings. This division provides copies of the County vital statistics, including birth, death and marriages. All functions of the office are conducted under provisions of the State Constitution and State Codes. The office issues approximately 4,800 marriage licenses, processes over 41,000 birth, death and marriage records and 7,651 fictitious business name filings annually.

Election duties

The County Clerk-Recorder is also the Registrar of Voters for Contra Costa County; responsible for the preparation and conduct of all Federal, State and County elections, as well as elections for cities, school districts and special districts within the County. In addition to 4 U.S. Congressional Districts, 3 State Senate Districts, 4 State Assembly Districts and 5 County Supervisorial districts, the Elections Division also maintains boundary data and conducts elections for 19 cities, 23 School Districts and 35 special districts, as well as a number of tax area districts without an elected

governing board, like County Service Areas and Police Service Areas. Large consolidated elections can be complicated and difficult to manage within the regulated time limits.

Contra Costa County has over 640,000 registered voters. The division administers voter registration and outreach programs, maintains the master voter file, master office and incumbent files and the master street index. The division processes vote-by-mail ballot requests and all voted ballots, lays out and proofs all sample ballots, official ballots and voter information materials. Other essential responsibilities include accepting and checking signatures on initiative, referendum and recall petitions, preparing candidate filing information and processing nomination documents, establishing precinct boundaries and polling place locations, recruiting and training precinct workers, conducting logic and accuracy testing of systems before each election and conducting the official election canvass.

Facilities and Staffing

The department is located in downtown Martinez. The department has a warehouse across the street from the main office and a second warehouse to secure the County’s voting equipment, which is located in Concord.

The department currently has 81.5 full time funded positions.

Budget

The County Clerk-Recorder is responsible for a 27 million dollar budget, including 16 million dollars of General Fund monies and approximately 11 million dollars of Trust funds dedicated to specific projects. The department manages and is responsible for 10 separate budgets.

GENERAL FUND BUDGETS	2018-19 Budget	2019-20 Budget
EXPENDITURES		
Salaries and Benefits	8,305,115	8,365,180
Services and Supplies	7,208,703	7,357,493
Other Charges	1,200	1,200
Fixed Assets	675,000	625,000
Expenditure Transfers	2,099	2,395
TOTAL EXPENDITURES	16,192,117	16,351,268
REVENUE		
Other Local Revenue	10,481,162	9,483,268
Federal Assistance	10,481,162	9,483,268
State Assistance	5,710,955	6,868,000
GROSS REVENUE	8,305,115	8,365,180
NET COUNTY COST (NCC)	7,208,703	7,357,493

The ideal candidate should be a dynamic, energetic and confident professional with an actively engaged management style, excellent interpersonal skills and the ability to communicate with, relate to and adjust to a variety of situations and personalities. The ability to communicate with all levels of staff, management, members of the public, press and/or other agencies is essential.

This person should be politically astute and sensitive to the issues that accompany service in a department that conducts elections for County jurisdictions, as well as the State and Federal governments.

The ability to differentiate and implement policy and statute (as opposed to making policy) is important. This department is required to follow extensive requirements at the Federal, State and local levels. The incumbent may participate in the process to change policy through legislation, but implementing existing policy is the major focus.

The preferred candidate must be an excellent problem solver, be able to deal with multiple issues at the same time and work in a fast-paced environment. The ideal candidate should be detail-oriented, have excellent organizational skills and be able to dedicate this capacity to develop staff and procedures to continually strive toward department excellence.

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