

# AUDITOR AGENCY

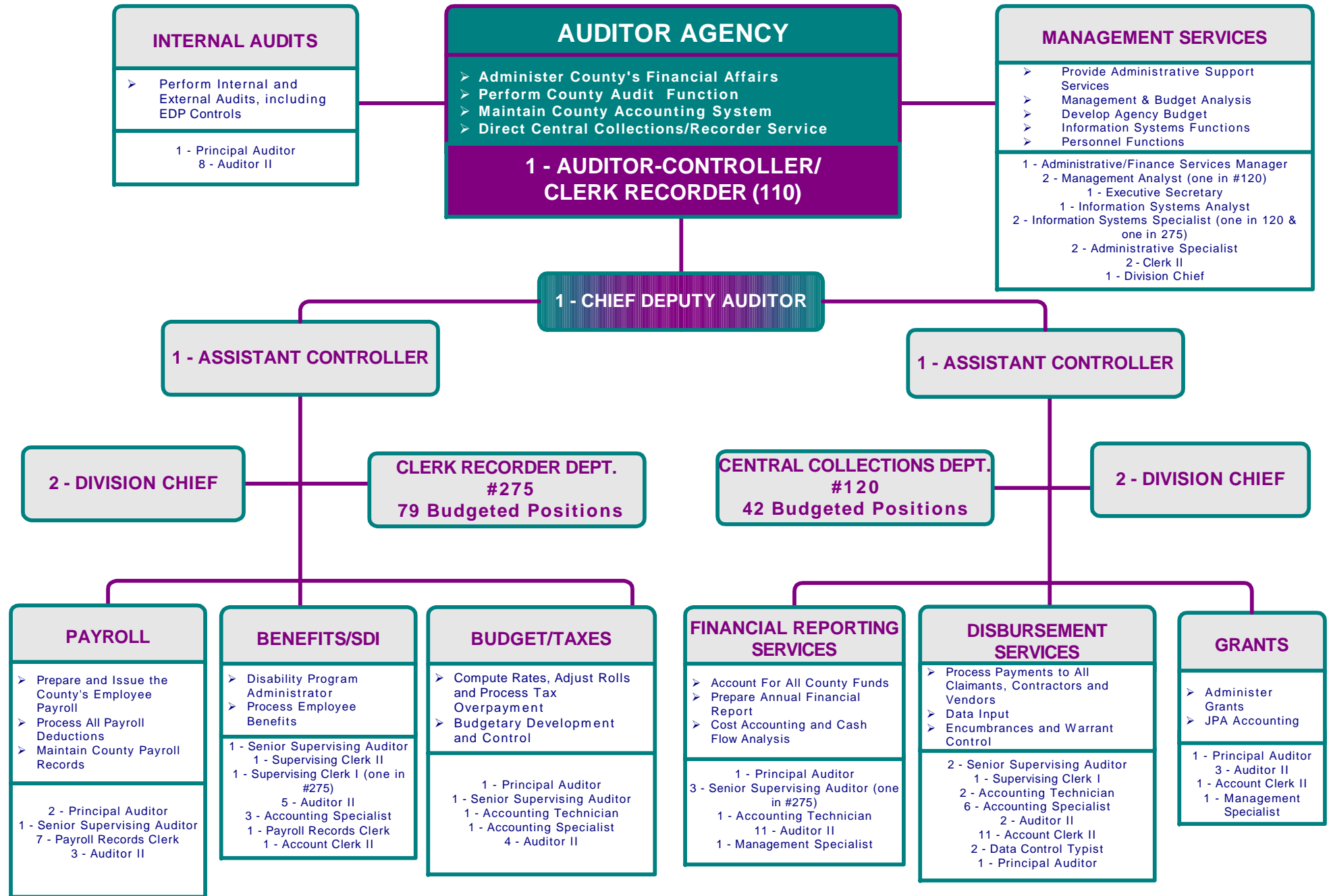
## Function & Organization Chart - FY - 2003-2004




### MISSION STATEMENT:

The office, through the work of its employees, is committed to provide development and maintenance of the County financial system so that all County functions may be supported by sound financial practices. These services shall be delivered with respect, consideration, and openness to all.

Budget Unit #	Budgeted Positions		
110	106	110 Unfunded	10
120	42	120 Unfunded	0
275	79	275 Unfunded	2
Total	227		



  
Acts in the absence of the department head.

# CENTRAL COLLECTIONS DEPARTMENT #120

- Maintain Departmental Accounts Receivable
- Centralized County Billing and Collection Enforcement

**1 - ASSISTANT CONTROLLER**  
(one in #110)

**MANAGEMENT SERVICES  
OFFICE OF THE AUDITOR  
CONTROLLER**

**1 - DIVISION CHIEF**

**ADMINISTRATIVE SERVICES**

1 - Management Analyst  
(one in #110)  
1 - Information Systems Specialist

**CLERICAL - SUPPORT  
SERVICES**

- Clerical Support
- Review Accounts Receivable
- Process Legal Documents

1 - Administrative Specialist  
3 - Specialist Clerk  
1 - Lead Clerk  
2 - Clerk II

**COLLECTIONS**

- Collection of Current Accounts
- Collection Enforcement of Delinquent Accounts
- Legal Collection Enforcement

2 - Collection Supervisor II  
2 - Financial Hearing Officer  
2 - Specialist Clerk  
16 - Collection Enforcement Deputy II

**ACCOUNTING SECTION**

- Maintain Financial Records
- Supportive Accounting Functions
- Generate Monthly Statements

1 - Principal Auditor (in #275)  
1 - Senior Supervising Auditor  
2 - Accounting Specialist  
1 - Accounting Technician  
1 - Account Clerk II  
1 - Data Input Clerk  
1 - Clerk II

**COLLECTION SERVICES**

- Assist clients with various collection accounts
- Process collection received from clients

1 - Collection Supervisor II  
2 - Account Clerk II

# COUNTY CLERK/RECORDER DEPARTMENT #275

- Custodian of Records
- Collector of Official Fees
- Record documents affecting title to or possession of real property
- Maintain general index to all recorded documents
- Maintain microfilm record of all recorded documents
- Maintain special County record of birth, death, and marriage certificates

**1- ASSISTANT CONTROLLER**  
(One in #110)

**1- DIVISION CHIEF**

**1- ASSISTANT COUNTY CLERK RECORDER**

## ADMINISTRATIVE SUPPORT

- Provides Administrative, clerical, technical support and accounting services to the department.

- 1 - Information Systems Specialist
- 1 - Supervising Administrative Specialist
- 1 - Administrative Specialist
- 2- Auditor II
- 1 Supervising Clerk I
- 1 Supervising Clerk I (Step-Up Program)
- 1 - Account Clerk II
- 1 - Specialist Clerk
- 1 - Clerk II
- 2 - Clerk II (Step-Up Program)

## INDEX/PUBLIC CONTACT SERVICES

- Examine recorded documents for quality control
- Verify & complete index information
- File subdivisions and other maps
- Direct customers to appropriate service units

2 - Clerk Recorder Supervisor II  
20- Clerk Recorder Specialist II

## SCANNING UNIT

- Scan recorded documents
- Maintain microfilm and scanned image files for public viewing and archival record

1 - Clerk Recorder Supervisor II  
9 - Clerk Recorder Specialist II

## RECORDABLE DOCUMENTS UNIT

- Examine price and record documents of title of possession of real property
- Custodian of records/collector of official fees.
- Abstract index information.

1- Clerk Recorder Supervisor II  
14 - Clerk Recorder Specialist II

## COUNTY CLERK/VITAL STATS UNIT

- Birth and Death Certificates
- Marriage license issuance
- Fictitious business names
- Notary and other registrations

1 - Clerk Recorder Supervisor II  
1 - Account Clerk II  
12 - Clerk Recorder Specialist II