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BUREAU SUMMARY
COUNTY CLERK

SUMMARY OF APPROPRIATIONS

Department and Title	Expenditures Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Corporate Fund					
110 - County Clerk	6,259,796.29	7,605,898	7,674,756	7,674,756	68,858
Corporate Fund Total	6,259,796.29	7,605,898	7,674,756	7,674,756	68,858
General Fund Total	6,259,796.29	7,605,898	7,674,756	7,674,756	68,858
Election Fund					
524 - County Clerk - Election Division Fund	13,908,527.53	19,200,326	24,609,439	24,609,439	5,409,113
Election Fund Total	13,908,527.53	19,200,326	24,609,439	24,609,439	5,409,113
Special Purpose Funds					
533 - County Clerk - Automation Fund	1,035,015.90	1,592,206	1,297,273	1,297,273	(294,933)
Special Purpose Funds Total	1,035,015.90	1,592,206	1,297,273	1,297,273	(294,933)
Special Purpose Fund Total	14,943,543.43	20,792,532	25,906,712	25,906,712	5,114,180
Restricted					
621 - County Clerk Pre-Election Logic and Accuracy Testing			125,000	125,000	125,000
Restricted Total			125,000	125,000	125,000
Grants Fund Total			125,000	125,000	125,000
Total Appropriations	21,203,339.72	28,398,430	33,706,468	33,706,468	5,308,038

SUMMARY OF POSITIONS

Department and Title	2011 Approved Positions	Department Request	President's Recommendation	Difference
Corporate Fund				
110 - County Clerk	144.8	144.0	144.0	(0.8)
Corporate Fund Total	144.8	144.0	144.0	(0.8)
General Fund Total	144.8	144.0	144.0	(0.8)
Election Fund				
524 - County Clerk - Election Division Fund	125.6	129.0	129.0	3.4
Election Fund Total	125.6	129.0	129.0	3.4
Special Purpose Funds				
533 - County Clerk - Automation Fund	15.0	13.0	13.0	(2.0)
Special Purpose Funds Total	15.0	13.0	13.0	(2.0)
Special Purpose Fund Total	140.6	142.0	142.0	1.4
Total Positions	285.4	286.0	286.0	0.6

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
COUNTY CLERK

Account	2011 Expend. Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
110/501010 Salaries and Wages of Regular Employees	5,783,700.55	7,267,530	7,394,859	7,394,859	127,329
120/501210 Overtime Compensation	43,750.51	84,500	84,500	84,500	
129/501300 Salaries and Wages of Seasonal Work Employees	65.81				
170/501510 Mandatory Medicare Costs	3,518.69				
172/501540 Workers' Compensation	1,000.00	1,000			(1,000)
185/501810 Professional and Technical Membership Fees	127.90	235	235	235	
190/501970 Transportation and Other Travel Expenses for Employees	4,305.90	4,800	5,000	5,000	200
Personal Services Total	5,836,469.36	7,358,065	7,484,594	7,484,594	126,529
Contractual Services					
214/520030 Armored Car Service	13,464.00	38,674	45,000	45,000	6,326
220/520150 Communication Services			27,180	27,180	27,180
225/520260 Postage	248,343.00	236,876	149,000	149,000	(87,876)
228/520280 Delivery Services	174.26	293	300	300	7
240/520490 External Graphics and Reproduction Services	34,554.71	45,914	50,000	50,000	4,086
245/520610 Advertising For Specific Purposes	312.00	445	500	500	55
250/520730 Premiums on Fidelity, Surety Bonds and Public Liability	3,041.00	2,000	3,200	3,200	1,200
Contractual Services Total	299,888.97	324,202	275,180	275,180	(49,022)
Supplies and Materials					
350/530600 Office Supplies	67,237.70	70,368	71,000	71,000	632
353/530640 Books, Periodicals, Publications, Archives and Data Services	4,098.67	31,121	32,500	32,500	1,379
Supplies and Materials Total	71,336.37	101,489	103,500	103,500	2,011
Operations and Maintenance					
440/540130 Maintenance and Repair of Office Equipment	1,845.99	7,247	7,000	7,000	(247)
441/540170 Maintenance and Repair of Data Processing Equipment and Software	50,255.60	50,256			(50,256)
441/540172 County Wide Contract for Maintenance of Data Processing Equipment			46,520	46,520	46,520
Operations and Maintenance Total	52,101.59	57,503	53,520	53,520	(3,983)
Rental and Leasing					
630/550010 Rental of Office Equipment		25,627			(25,627)
630/550018 County Wide Canon Photocopier Lease			25,627	25,627	25,627
Rental and Leasing Total		25,627	25,627	25,627	
Contingency and Special Purposes					
814/580380 Appropriation Adjustments		(260,988)	(267,665)	(267,665)	(6,677)
Contingency and Special Purposes Total		(260,988)	(267,665)	(267,665)	(6,677)
Operating Funds Total	6,259,796.29	7,605,898	7,674,756	7,674,756	68,858
(717) New/Replacement Capital Equipment					
530/560510 Office Furnishings and Equipment	7,835.00		7,700	3,850	3,850
579/560450 Computer Equipment	680,338.06	113,500	200,000	200,000	86,500
	688,173.06	113,500	207,700	203,850	90,350
Total Capital Equipment Request Total	688,173.06	113,500	207,700	203,850	90,350

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
COUNTY CLERK - SPECIAL PURPOSE FUNDS

Account	2011 Expend. Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
110/501010 Salaries and Wages of Regular Employees	5,839,455.92	7,783,604	7,402,362	7,402,362	(381,242)
120/501210 Overtime Compensation	247,337.14	376,277	928,363	928,363	552,086
129/501300 Salaries and Wages of Seasonal Work Employees	490,837.62	711,677	953,352	953,352	241,675
130/501320 Salaries and Wages of Extra Employees	258.24				
133/501360 Per Diem Personnel	422,494.84	470,000	1,200,000	1,200,000	730,000
170/501510 Mandatory Medicare Costs	92,758.78	110,375	116,900	116,900	6,525
172/501540 Workers' Compensation	1,000.00	1,000			(1,000)
174/501570 Pension			54,609	54,609	54,609
175/501590 Life Insurance Program	12,999.59	27,532	18,768	18,768	(8,764)
176/501610 Health Insurance	1,058,237.52	1,573,488	1,776,449	1,776,449	202,961
177/501640 Dental Insurance Plan	33,373.96	41,721	46,636	46,636	4,915
178/501660 Unemployment Compensation		260,000			(260,000)
179/501690 Vision Care Insurance	11,494.07	14,591	15,567	15,567	976
183/501770 Seminars for Professional Employees	26,412.50	15,000	15,000	15,000	
185/501810 Professional and Technical Membership Fees	2,589.00	10,000	10,000	10,000	
186/501860 Training Programs for Staff Personnel	27,492.00	40,000	40,000	40,000	
190/501970 Transportation and Other Travel Expenses for Employees	19,938.81	75,000	75,000	75,000	
Personal Services Total	8,286,679.99	11,510,265	12,653,006	12,653,006	1,142,741
Contractual Services					
220/520150 Communication Services		250,000	153,720	153,720	(96,280)
220/520165 For IP Addresses for Transmittal of Election Results			250,000	250,000	250,000
225/520260 Postage	298,092.00	585,000	500,000	500,000	(85,000)
228/520280 Delivery Services	455.56	10,000	2,500	2,500	(7,500)
232/520350 Boarding and Lodging of Non-Employees	93.26				
240/520490 External Graphics and Reproduction Services	79,220.00	587,880	1,276,319	1,276,319	688,439
245/520610 Advertising For Specific Purposes	842.00	10,000	516,000	516,000	506,000
260/520830 Professional and Managerial Services	1,409,228.00	1,679,193	1,601,278	1,601,278	(77,915)
267/521010 Juror or Election Judge Fees	1,914,694.94	1,600,000	4,400,000	4,400,000	2,800,000
268/521030 Court Reporting, Stenographic, Transcribing, or Interpreter Services	14,750.00	50,000	39,750	39,750	(10,250)
Contractual Services Total	3,717,375.76	4,772,073	8,739,567	8,739,567	3,967,494
Supplies and Materials					
310/530010 Food Supplies	5,138.15	8,000	10,000	10,000	2,000
330/530160 Household, Laundry, Cleaning and Personal Care Supplies	542.82	15,000	15,000	15,000	
350/530600 Office Supplies	157,883.33	285,000	210,000	210,000	(75,000)
353/530640 Books, Periodicals, Publications, Archives and Data Services	35,471.48	69,192	32,000	32,000	(37,192)
353/530675 County Wide Lexis-Nexis Contract			290	290	290
355/530700 Photographic and Reproduction Supplies		50,000	15,000	15,000	(35,000)
376/531630 Maint. Supplies for Election Equipment	6,266.58	75,000	50,000	50,000	(25,000)
388/531650 Computer Operation Supplies	491,312.42	572,482	580,600	580,600	8,118
Supplies and Materials Total	696,614.78	1,074,674	912,890	912,890	(161,784)
Operations and Maintenance					
430/540110 Moving Expenses & Minor Remodeling of County Facilities	1,008,811.32	1,105,960	1,700,000	1,700,000	594,040
440/540130 Maintenance and Repair of Office Equipment	2,948.32	10,000	10,000	10,000	
441/540170 Maintenance and Repair of Data Processing Equipment and Software	2,850.00	61,451	139,000	139,000	77,549
444/540250 Maintenance and Repair of Automotive Equipment	6,114.71	35,000	25,000	25,000	(10,000)

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
 COUNTY CLERK - SPECIAL PURPOSE FUNDS

Account	2011 Expend. Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
445/540290 Operation of Automotive Equipment			12,000	12,000	12,000
Operations and Maintenance Total	1,020,724.35	1,212,411	1,886,000	1,886,000	673,589
<u>Capital Equipment and Improvements</u>					
549/560610 Vehicle Purchase		28,000	70,000	70,000	42,000
579/560450 Computer Equipment		565,600			(565,600)
Capital Equipment and Improvements Total		593,600	70,000	70,000	(523,600)
<u>Rental and Leasing</u>					
630/550010 Rental of Office Equipment	134,572.05	84,361	153,000	153,000	68,639
630/550018 County Wide Canon Photocopier Lease			35,961	35,961	35,961
634/550060 Rental of Automotive Equipment	345.00	35,000	30,000	30,000	(5,000)
660/550130 Rental of Facilities	26,432.00	266,951	460,000	460,000	193,049
Rental and Leasing Total	161,349.05	386,312	678,961	678,961	292,649
<u>Contingency and Special Purposes</u>					
814/580380 Appropriation Adjustments	(119,573.00)	(224,450)	(525,138)	(525,138)	(300,688)
883/580260 Cook County Administration	1,180,372.50	1,467,647	1,491,426	1,491,426	23,779
Contingency and Special Purposes Total	1,060,799.50	1,243,197	966,288	966,288	(276,909)
Operating Funds Total	14,943,543.43	20,792,532	25,906,712	25,906,712	5,114,180
<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

Mission

The Cook County Clerk is the chief election officer for Cook County. In addition, the Clerk is responsible for maintaining and providing Vital Records, various aspects of the real estate tax process, receiving and making available to the public Statements of Economic Interests and lobbyist registration, and serving as Clerk to the County Board of Commissioners.

Mandates and Key Activities

- **Elections:** The Clerk's office administers elections for suburban Cook County's 1.4 million registered voters, which entails voter registration, judge recruitment and training, and polling place identification, mapping and management;
- **Vital Records:** The Clerk's office maintains and provides vital records including birth, marriage, civil union and death certificates dating to 1872. The Vital Records division also administers business registrations, assumed names and notary commissions, and an award-winning genealogy website;
- **Real Estate & Tax Services:** The Clerk's office issues property tax rates, permanent real estate numbers and new tax codes, maintains real estate maps and processes redemptions of delinquent property taxes;
- **Ethics:** The Clerk's office receives, processes and makes available to the public Statements of Economic Interests and Lobbyist Registrations;
- **Clerk to the County Board of Commissioners:** The Clerk's office prepares agendas and journals of proceedings and maintains all official agenda documents.

Discussion of 2011 Activities and 2012 Initiatives

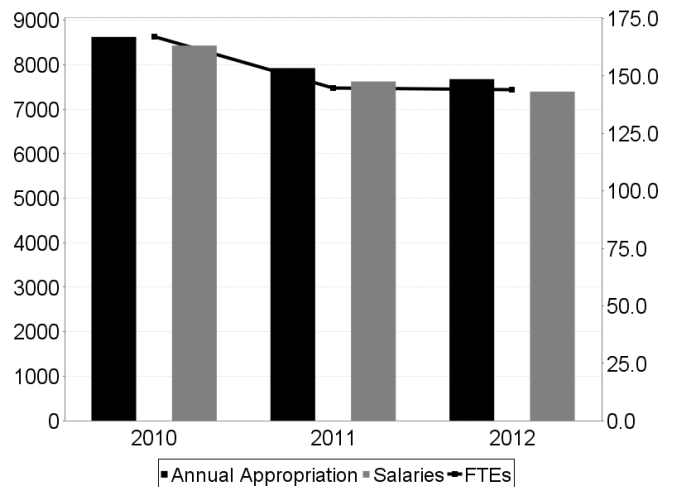
While the Clerk's office provides greater detail of its many initiatives in its three-year Strategic Management Plan, here are a few highlights from 2011.

The Consolidated Elections of 2011 featured more than 2,100 candidates, 27 referenda, 9,500 election judges and nearly 800 unique ballot styles across suburban Cook County. For the 2012 Presidential Election cycle, the Clerk's office proposes merging or eliminating approximately 275 precincts, or a 14 percent reduction. This initiative is anticipated to save taxpayers \$500,000 per election. In 2012, it will result in at least \$1 million in savings.

On June 1, the Clerk's office launched a new Civil Union license application, welcoming about 200 couples on the historic occasion. As of Sept. 27, 2011, 1,524 Civil Union licenses have been issued, generating \$77,622 in new revenue. The new software application allows for greater reporting analysis of users, as well as increased accountability of staff data entry. The Clerk's office will duplicate the new software, created in-house, for all marriage applications in 2011. Also in Vital Records, Commemorative Certificates will be introduced in 2012, offering a new product for the thousands of customers who visit our offices each week.

In 2011, more than 24,000 public employees each filed a Statement of Economic Interests online for the first time through cookcountyclerk.com. This initiative continued the Clerk's ongoing mission of transparency, allowed for greater analysis of the reports than ever before, and resulted in a 30 percent savings in printing and postage costs over 2010.

Appropriations (\$ thousands)			
Fund Category	2010 Adopted	2011 Adopted	2012 Recommended
General	8,623.6	7,922.7	7,674.8
Total	8,623.6	7,922.7	7,674.8
	Adopted	Adopted	Recommended
FTE Positions	167.0	144.8	144.0



S.T.A.R. Goals/Key Performance Indicators

- **Reduce Data Entry Functions and Associated Costs of Voter Registration**—In 2010, the Clerk's office dedicated 3,153 hours to researching and obtaining information missing from voter registration forms. The 2011 target of 2,400 should be met, with only 1,420 hours devoted to this task through Q3. To further reduce costs and staff data entry, the Clerk's office is developing a web-based registration system to capture data from 275 registrars, which is anticipated to be ready in fall 2012.
- **Increase On-Line Presence for Election Judge Recruitment**—The Clerk's office set a 2011 goal of posting 30 judge recruitment ads on local government websites and contacting at least 50 webmasters. Rather than spending on traditional advertising, this collaboration with other entities allows for greater visibility at no cost. In Q4, the Clerk's office anticipates contacting 100 webmasters and posting ads on 30 websites throughout suburban Cook County. Our target for 2012 will grow to 150 webmasters and 40 websites prior to the Presidential Election in November 2012.
- **After reaching many STAR Goals in 2011, the Clerk's office will look to new measurables in 2012 as laid out in its 3-year strategic plan. For example:**
 - o **Record Retention**—In accordance with local, state and federal law, the Clerk's office must keep records for set periods of time. For example, most election materials are kept for six months after an election. An effort to reduce warehousing costs began in 2011 and will continue in 2012. Through efficient, timely destruction of documents, storage and staff costs are expected to decrease.
 - o **Election Judge Training**—All elections judges must be recommissioned in 2012 and undergo training. In 2010, the last comparable election year, 89 percent of

DEPARTMENT OVERVIEW

110 COUNTY CLERK

judges were trained prior to the general election. The Clerk's office will set a goal of training 95 percent of judges before the Nov. 6, 2012 election.

oStudent Judge Recruitment-About 800 high school students served as election judges in the February 2010 primary and 950 worked for the November 2010 general election. Among college students, 600 applied to work for the 2010 primary and 700 for the general election. We anticipate a 10 percent increase above the 2010 figures for each election in 2012.

oVoting by Absentee Ballot-2012 will be the first time in a Presidential Election that voters can choose to vote absentee ballot by mail without an excuse. The Clerk's office anticipates an uptick in absentee ballot requests and processing. About 25,000 absentee ballots were cast in the 2010 general election; the Clerk's office anticipates receiving 40,000 or more for the 2012 general election.

Programs

Vital Records

Customer service is the number one priority in our six Vital Records offices, where we serve more than 500,000 customers each year. As we continue to offer new products like Civil Union licenses and Commemorative Certificates, we will strive to keep wait times down and customer satisfaction up.

Real Estate & Tax Services

Similarly, maintaining excellent customer service in our Real Estate & Tax Services division is an ongoing goal. As detailed in our three-year strategic plan, the Tax Services team intends to launch a pilot project aimed at speeding up processing for our frequent customers. Also, the 2011 successful upgrade of the Great Plains cashiering, accounting and document production system will assist in those efforts.

Ethics

In the last two years, the Ethics division has successfully launched two online filing systems for lobbyist registrations and Statements of Economic Interests filers. The Ethics team will continue its trend toward emailing users rather than sending instructions through the mail, to further reduce postage and printing costs.

Clerk to the County Board of Commissioners

The Clerk of the Board division prepares agendas, communicates actions taken by the Board through post-board meeting documents, and maintains the Board's legislative records and code of Ordinances. We strive to continue to create an efficient and accurate agenda process. To that end, we will work with using departments and elected offices on best practices for the Automated Board Agenda.

Elections

The Elections division constantly strives to modernize its processes in ways that make administering an election more efficient. Upon the conclusion of redistricting, we analyzed our precincts to identify those that are underutilized and could be eliminated or combined. The result is a 14 percent precinct reduction, which will result in approximately \$1 million in savings in 2012.

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
DEPARTMENT 110 - COUNTY CLERK

Account	2011 Expend. Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
110/501010 Salaries and Wages of Regular Employees	5,783,700.55	7,267,530	7,394,859	7,394,859	127,329
120/501210 Overtime Compensation	43,750.51	84,500	84,500	84,500	
129/501300 Salaries and Wages of Seasonal Work Employees	65.81				
170/501510 Mandatory Medicare Costs	3,518.69				
172/501540 Workers' Compensation	1,000.00	1,000			(1,000)
185/501810 Professional and Technical Membership Fees	127.90	235	235	235	
190/501970 Transportation and Other Travel Expenses for Employees	4,305.90	4,800	5,000	5,000	200
Personal Services Total	5,836,469.36	7,358,065	7,484,594	7,484,594	126,529
Contractual Services					
214/520030 Armored Car Service	13,464.00	38,674	45,000	45,000	6,326
220/520150 Communication Services			27,180	27,180	27,180
225/520260 Postage	248,343.00	236,876	149,000	149,000	(87,876)
228/520280 Delivery Services	174.26	293	300	300	7
240/520490 External Graphics and Reproduction Services	34,554.71	45,914	50,000	50,000	4,086
245/520610 Advertising For Specific Purposes	312.00	445	500	500	55
250/520730 Premiums on Fidelity, Surety Bonds and Public Liability	3,041.00	2,000	3,200	3,200	1,200
Contractual Services Total	299,888.97	324,202	275,180	275,180	(49,022)
Supplies and Materials					
350/530600 Office Supplies	67,237.70	70,368	71,000	71,000	632
353/530640 Books, Periodicals, Publications, Archives and Data Services	4,098.67	31,121	32,500	32,500	1,379
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Operations and Maintenance					
440/540130 Maintenance and Repair of Office Equipment	1,845.99	7,247	7,000	7,000	(247)
441/540170 Maintenance and Repair of Data Processing Equipment and Software	50,255.60	50,256			(50,256)
441/540172 County Wide Contract for Maintenance of Data Processing Equipment			46,520	46,520	46,520
Operations and Maintenance Total	52,101.59	57,503	53,520	53,520	(3,983)
Rental and Leasing					
630/550010 Rental of Office Equipment		25,627			(25,627)
630/550018 County Wide Canon Photocopier Lease			25,627	25,627	25,627
Rental and Leasing Total		25,627	25,627	25,627	
Contingency and Special Purposes					
814/580380 Appropriation Adjustments		(260,988)	(267,665)	(267,665)	(6,677)
Contingency and Special Purposes Total		(260,988)	(267,665)	(267,665)	(6,677)
Operating Funds Total	6,259,796.29	7,605,898	7,674,756	7,674,756	68,858
(717) New/Replacement Capital Equipment - 71700110					
530/560510 Office Furnishings and Equipment	7,835.00		7,700	3,850	3,850
579/560450 Computer Equipment	680,338.06	113,500	200,000	200,000	86,500
	688,173.06	113,500	207,700	203,850	90,350
Total Capital Equipment Request Total	688,173.06	113,500	207,700	203,850	90,350

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

Job Code	Title	Grade	2011 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	132,286	1.0	132,286
0051	Administrative Assistant V	20	0.5	38,872	1.0	52,687	1.0	52,687
0050	Administrative Assistant IV	18	1.0	57,098	1.0	58,255	1.0	58,255
0370	Tax Examiner V	15	1.0	55,301	1.0	35,609	1.0	35,609
			4.5	\$383,469	5.0	\$383,837	5.0	\$383,837
02 Human Resources/payroll - 1101196								
0051	Administrative Assistant V	20	1.0	78,891	1.0	80,474	1.0	80,474
			1.0	\$78,891	1.0	\$80,474	1.0	\$80,474
03 Finance and Operations - 1101197								
0048	Administrative Assistant III	16	1.0	56,818				
0936	Stenographer V	13	1.0	41,759	1.0	42,994	1.0	42,994
			2.0	\$98,577	1.0	\$42,994	1.0	\$42,994
02 Tax Redemption Division								
01 Supervisory - 1101198								
0043	Administrative Assistant to County Clerk	24	1.0	116,392	1.0	116,392	1.0	116,392
0067	Executive Assistant to the Director	23	1.0	96,732	1.0	102,792	1.0	102,792
0371	Tax Redemption Supervisor	22	1.0	88,903	1.0	90,671	1.0	90,671
0048	Administrative Assistant III	16	1.0	56,709	1.0	58,493	1.0	58,493
			4.0	\$358,736	4.0	\$368,348	4.0	\$368,348
02 Public Service - 1101199								
0051	Administrative Assistant V	20	1.0	77,168	1.0	78,733	1.0	78,733
0369	Tax Examiner IV	13	3.0	135,641	3.0	138,291	3.0	138,291
4849	Tax Examiner III-County Clerk	13	1.0	44,139	1.0	45,593	1.0	45,593
0364	Tax Examiner III	11	3.0	107,091	3.0	111,897	3.0	111,897
0907	Clerk V	11	2.0	69,717	2.0	72,259	2.0	72,259
			10.0	\$433,756	10.0	\$446,773	10.0	\$446,773
03 Tax Searches - 1101402								
0050	Administrative Assistant IV	18	1.0	58,049	1.0	59,225	1.0	59,225
4848	Stenographer V	15	1.0	52,077	1.0	53,146	1.0	53,146
4850	Tax Examiner IV-County Clerk	15	1.0	52,376	1.0	53,300	1.0	53,300
0369	Tax Examiner IV	13	1.0	46,488	1.0	47,402	1.0	47,402
0907	Clerk V	11	2.0	78,719	2.0	80,873	2.0	80,873
			6.0	\$287,709	6.0	\$293,946	6.0	\$293,946
04 Posting and Payouts - 1101201								
0050	Administrative Assistant IV	18	1.0	65,276	1.0	66,577	1.0	66,577
0370	Tax Examiner V	15	1.0	55,030	1.0	55,301	1.0	55,301
0936	Stenographer V	13	2.0	89,482	2.0	90,715	2.0	90,715
4842	Clerk V-County Clerk	13	1.0	43,620	1.0	45,147	1.0	45,147
4849	Tax Examiner III-County Clerk	13	1.0	44,074	1.0	45,593	1.0	45,593
0364	Tax Examiner III	11	1.0	40,391	1.0	37,347	1.0	37,347
0907	Clerk V	11	1.2	49,929	1.0	40,394	1.0	40,394
			8.2	\$387,802	8.0	\$381,074	8.0	\$381,074
05 Tax Sales - 1101202								
0050	Administrative Assistant IV	18	1.0	61,450	1.0	62,661	1.0	62,661
0369	Tax Examiner IV	13	2.0	90,119	2.0	92,011	2.0	92,011
0907	Clerk V	11	2.0	78,981	2.0	80,874	2.0	80,874
			5.0	\$230,550	5.0	\$235,546	5.0	\$235,546

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

DEPARTMENT 110 - COUNTY CLERK

Job Code	Title	Grade	2011 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
03 Tax Extension Division								
01 Tax Extension Section - 1101203								
0067	Executive Assistant to the Director	23	1.0	101,756	1.0	103,777	1.0	103,777
0048	Administrative Assistant III	16	1.0	50,755	1.0	53,205	1.0	53,205
4851	Tax Examiner V-County Clerk	16	2.0	113,039	2.0	114,772	2.0	114,772
			4.0	\$265,550	4.0	\$271,754	4.0	\$271,754
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	97,032	1.0	97,304	1.0	97,304
0050	Administrative Assistant IV	18	1.9	128,427	2.0	119,728	2.0	119,728
0048	Administrative Assistant III	16	4.0	220,715	4.0	223,611	4.0	223,611
0047	Administrative Assistant II	14	2.0	99,132	2.0	99,371	2.0	99,371
4847	Stenographer V-County Clerk	14	1.0	49,440	1.0	49,835	1.0	49,835
0936	Stenographer V	13	1.0	47,895	1.0	47,895	1.0	47,895
4842	Clerk V-County Clerk	13	1.0	45,123	1.0	46,039	1.0	46,039
			12.9	\$784,340	13.0	\$780,361	13.0	\$780,361
06 Map Division								
01 Map Section - 1101206								
0076	Administrative Assistant to County Clerk II	22	1.0	81,140	1.0	85,886	1.0	85,886
0051	Administrative Assistant V	20	1.0	57,098	1.0	71,775	1.0	71,775
0050	Administrative Assistant IV	18	1.0	65,859	1.0	53,186	1.0	53,186
0048	Administrative Assistant III	16	1.0	56,501	1.0	56,818	1.0	56,818
0370	Tax Examiner V	15	1.0	53,155	1.0	53,155	1.0	53,155
0047	Administrative Assistant II	14	1.0	51,439	1.0	51,439	1.0	51,439
0936	Stenographer V	13	1.0	46,045	1.0	46,045	1.0	46,045
4844	Draftsman II-County Clerk	13	1.0	46,045	1.0	46,350	1.0	46,350
			8.0	\$457,282	8.0	\$464,654	8.0	\$464,654
07 Accounting Division								
01 Accounting Section - 1101207								
0050	Administrative Assistant IV	18	1.0	65,240	1.0	66,526	1.0	66,526
0370	Tax Examiner V	15	2.0	106,853	2.0	108,456	2.0	108,456
0047	Administrative Assistant II	14	1.0	49,440				
0907	Clerk V	11	1.0	38,095	1.0	41,130	1.0	41,130
			5.0	\$259,628	4.0	\$216,112	4.0	\$216,112
02 Tax Redemption Cashier - 1101208								
0142	Accountant II	13	1.0	46,045	1.0	46,045	1.0	46,045
0364	Tax Examiner III	11	1.0	40,024	1.0	40,024	1.0	40,024
			2.0	\$86,069	2.0	\$86,069	2.0	\$86,069
03 Tax Order Redemption Cashier - 1101209								
0142	Accountant II	13	5.0	234,368	5.0	236,218	5.0	236,218
			5.0	\$234,368	5.0	\$236,218	5.0	\$236,218
05 Data Processing - 1101403								
0142	Accountant II	13	1.0	47,895	1.0	47,895	1.0	47,895
			1.0	\$47,895	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	188,197	2.0	188,197	2.0	188,197
0067	Executive Assistant to the Director	23	1.0	85,148	1.0	86,820	1.0	86,820
0050	Administrative Assistant IV	18	2.0	132,255	2.0	133,782	2.0	133,782

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

DEPARTMENT 110 - COUNTY CLERK

Job Code	Title	Grade	2011 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
5194	Vital Records Supervisor I	18	2.0	117,931	2.0	120,242	2.0	120,242
0048	Administrative Assistant III	16	1.0	57,367	1.0	57,367	1.0	57,367
0936	Stenographer V	13	2.0	90,294	2.0	90,326	2.0	90,326
0364	Tax Examiner III	11	1.0	35,706	1.0	37,347	1.0	37,347
0907	Clerk V	11	2.0	79,264	2.0	79,264	2.0	79,264
			13.0	\$786,162	13.0	\$793,345	13.0	\$793,345
02 Document Processing - 1101212								
0274	Vital Statistics Section Coordinator	16	1.0	57,590	1.0	57,225	1.0	57,225
0907	Clerk V	11	1.0	40,394	1.0	40,394	1.0	40,394
			2.0	\$97,984	2.0	\$97,619	2.0	\$97,619
03 Correspondence - 1101213								
3145	Vital Records Clerk V	15	1.0	53,155	1.0	53,155	1.0	53,155
0936	Stenographer V	13	2.0	94,383	2.0	95,790	2.0	95,790
4842	Clerk V-County Clerk	13	1.0	44,026	1.0	45,559	1.0	45,559
0907	Clerk V	11	4.2	157,339	5.0	183,547	5.0	183,547
			8.2	\$348,903	9.0	\$378,051	9.0	\$378,051
04 Public Service - 1101214								
5194	Vital Records Supervisor I	18	2.0	129,298	2.0	131,834	2.0	131,834
4837	Administrative Assistant II - County Clerk	16	1.0	55,645	1.0	56,809	1.0	56,809
0936	Stenographer V	13	8.0	373,028	8.0	373,946	8.0	373,946
4842	Clerk V-County Clerk	13	2.0	85,988	2.0	85,987	2.0	85,987
0907	Clerk V	11	6.0	233,025	6.0	233,710	6.0	233,710
			19.0	\$876,984	19.0	\$882,286	19.0	\$882,286
05 Notary Public - 1101404								
5194	Vital Records Supervisor I	18	1.0	63,721	1.0	65,012	1.0	65,012
			1.0	\$63,721	1.0	\$65,012	1.0	\$65,012
06 Assumed Names - 1101216								
4842	Clerk V-County Clerk	13	2.0	82,762	2.0	89,581	2.0	89,581
			2.0	\$82,762	2.0	\$89,581	2.0	\$89,581
07 Marriage Licenses - 1101217								
3145	Vital Records Clerk V	15	1.0	55,301	1.0	55,301	1.0	55,301
0936	Stenographer V	13	1.0	46,045	1.0	46,333	1.0	46,333
4842	Clerk V-County Clerk	13	1.0	45,123	1.0	45,147	1.0	45,147
			3.0	\$146,469	3.0	\$146,781	3.0	\$146,781
08 Vital Statistics Cashiers - 1101218								
3145	Vital Records Clerk V	15	1.0	53,698	1.0	53,698	1.0	53,698
4838	Bookkeeper IV-County Clerk	15	1.0	55,301	1.0	55,301	1.0	55,301
0907	Clerk V	11	2.0	80,418	2.0	80,418	2.0	80,418
			4.0	\$189,417	4.0	\$189,417	4.0	\$189,417
09 Maywood Office								
01 Maywood Operations - 1101219								
0907	Clerk V	11	3.0	117,394	3.0	119,765	3.0	119,765
			3.0	\$117,394	3.0	\$119,765	3.0	\$119,765
10 Markham Office								
01 Markham Operations - 1101405								
5194	Vital Records Supervisor I	18	1.0	59,699	1.0	60,908	1.0	60,908
0907	Clerk V	11	2.0	81,657	2.0	82,764	2.0	82,764
			3.0	\$141,356	3.0	\$143,672	3.0	\$143,672

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

Job Code	Title	Grade	2011 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
11 Skokie Office								
01 Skokie Operations - 1101221								
5194	Vital Records Supervisor I	18	1.0	54,933	1.0	56,022	1.0	56,022
0046	Administrative Assistant I	12	1.0	42,031	1.0	42,031	1.0	42,031
0907	Clerk V	11	1.0	38,095	1.0	39,240	1.0	39,240
			3.0	\$135,059	3.0	\$137,293	3.0	\$137,293
12 Rolling Meadows Office								
01 Rolling Meadows Operations - 1101222								
5194	Vital Records Supervisor I	18	1.0	57,642	1.0	58,772	1.0	58,772
4842	Clerk V-County Clerk	13	1.0	45,898	1.0	46,401	1.0	46,401
0907	Clerk V	11	2.0	71,953	2.0	74,694	2.0	74,694
			4.0	\$175,493	4.0	\$179,867	4.0	\$179,867
13 Bridgeview Office								
01 Bridgeview Operations - 1101223								
5194	Vital Records Supervisor I	18	1.0	65,953	1.0	67,246	1.0	67,246
			1.0	\$65,953	1.0	\$67,246	1.0	\$67,246
Total Salaries and Positions			144.8	\$7,622,279	144.0	\$7,625,990	144.0	\$7,625,990
Turnover Adjustment						(231,131)		(231,131)
Operating Funds Total			144.8	\$7,622,279	144.0	\$7,394,859	144.0	\$7,394,859

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

Grade	2011 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	528,363	5.0	533,453	5.0	533,453
23	4.0	380,668	4.0	390,693	4.0	390,693
22	2.0	170,043	2.0	176,557	2.0	176,557
20	3.5	252,029	4.0	283,669	4.0	283,669
18	18.9	1,182,831	19.0	1,179,976	19.0	1,179,976
16	13.0	725,139	12.0	678,300	12.0	678,300
15	11.0	592,247	11.0	576,422	11.0	576,422
14	5.0	249,451	4.0	200,645	4.0	200,645
13	43.0	1,956,285	43.0	1,983,303	43.0	1,983,303
12	1.0	42,031	1.0	42,031	1.0	42,031
11	37.4	1,438,192	38.0	1,475,941	38.0	1,475,941
Total Salaries and Positions	144.8	\$7,622,279	144.0	\$7,625,990	144.0	\$7,625,990
Turnover Adjustment				(231,131)		(231,131)
Operating Funds Total	144.8	\$7,622,279	144.0	\$7,394,859	144.0	\$7,394,859

DEPARTMENT OVERVIEW

524 COUNTY CLERK - ELECTION DIVISION FUND

Mission

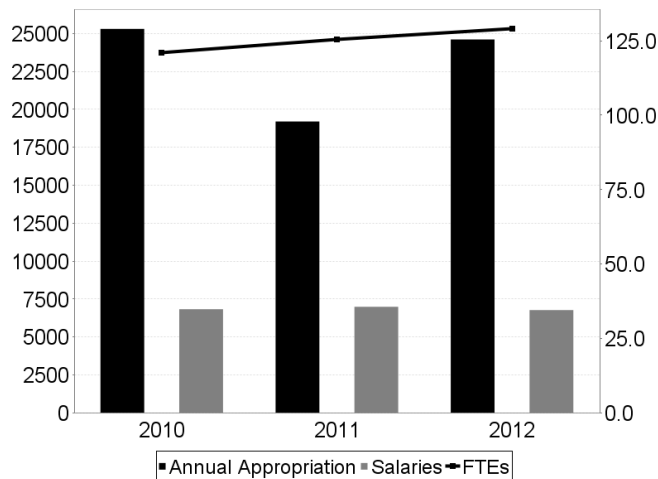
The Cook County Clerk's Office is committed to providing quality service to the public in a timely and efficient manner. The Election Division strives to ensure that all eligible suburban residents are able to exercise their rights in the electoral process; that all candidates have fair, open, and equal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

Mandates and Key Activities

- The Clerk's office administers elections for suburban Cook County's 1.4 million registered voters, which entails voter registration, judge recruitment and training, and polling place identification, mapping and management.

Discussion of 2011 Activities and 2012 Initiatives

Appropriations (\$ thousands)			
Fund Category	2010 Adopted	2011 Adopted	2012 Recommended
General	25,305.4	19,200.3	24,609.4
Total	25,305.4	19,200.3	24,609.4
	Adopted	Adopted	Recommended
FTE Positions	121.0	125.6	129.0



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	2011 Expend. Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
110/501010 Salaries and Wages of Regular Employees	5,234,298.48	6,972,281	6,766,390	6,766,390	(205,891)
120/501210 Overtime Compensation	244,725.22	375,000	928,363	928,363	553,363
129/501300 Salaries and Wages of Seasonal Work Employees	490,837.62	711,677	953,352	953,352	241,675
130/501320 Salaries and Wages of Extra Employees	258.24				
133/501360 Per Diem Personnel	422,494.84	470,000	1,200,000	1,200,000	730,000
170/501510 Mandatory Medicare Costs	85,559.72	98,587	106,463	106,463	7,876
172/501540 Workers' Compensation	1,000.00	1,000			(1,000)
175/501590 Life Insurance Program	11,841.38	24,587	17,094	17,094	(7,493)
176/501610 Health Insurance	1,013,813.65	1,413,072	1,623,496	1,623,496	210,424
177/501640 Dental Insurance Plan	30,913.02	37,343	42,335	42,335	4,992
178/501660 Unemployment Compensation		260,000			(260,000)
179/501690 Vision Care Insurance	10,701.89	13,110	14,206	14,206	1,096
183/501770 Seminars for Professional Employees	26,412.50	15,000	15,000	15,000	
185/501810 Professional and Technical Membership Fees	2,589.00	10,000	10,000	10,000	
186/501860 Training Programs for Staff Personnel	24,900.00	25,000	25,000	25,000	
190/501970 Transportation and Other Travel Expenses for Employees	19,938.81	75,000	75,000	75,000	
Personal Services Total	7,620,284.37	10,501,657	11,776,699	11,776,699	1,275,042
Contractual Services					
220/520150 Communication Services		250,000	153,720	153,720	(96,280)
220/520165 For IP Addresses for Transmittal of Election Results			250,000	250,000	250,000
225/520260 Postage	298,092.00	585,000	500,000	500,000	(85,000)
228/520280 Delivery Services	455.56	10,000	2,500	2,500	(7,500)
232/520350 Boarding and Lodging of Non-Employees	93.26				
240/520490 External Graphics and Reproduction Services	558.00	459,000	1,147,519	1,147,519	688,519
245/520610 Advertising For Specific Purposes	842.00	10,000	516,000	516,000	506,000
260/520830 Professional and Managerial Services	1,231,093.00	1,476,193	1,413,278	1,413,278	(62,915)
267/521010 Juror or Election Judge Fees	1,914,694.94	1,600,000	4,400,000	4,400,000	2,800,000
268/521030 Court Reporting, Stenographic, Transcribing, or Interpreter Services	14,750.00	50,000	39,750	39,750	(10,250)
Contractual Services Total	3,460,578.76	4,440,193	8,422,767	8,422,767	3,982,574
Supplies and Materials					
310/530010 Food Supplies	5,138.15	8,000	10,000	10,000	2,000
330/530160 Household, Laundry, Cleaning and Personal Care Supplies	542.82	15,000	15,000	15,000	
350/530600 Office Supplies	156,991.25	275,000	200,000	200,000	(75,000)
353/530640 Books, Periodicals, Publications, Archives and Data Services	35,471.48	59,192	30,000	30,000	(29,192)
353/530675 County Wide Lexis-Nexis Contract			290	290	290
355/530700 Photographic and Reproduction Supplies		50,000	15,000	15,000	(35,000)
376/531630 Maint. Supplies for Election Equipment	6,266.58	75,000	50,000	50,000	(25,000)
388/531650 Computer Operation Supplies	473,205.44	515,631	503,750	503,750	(11,881)
Supplies and Materials Total	677,615.72	997,823	824,040	824,040	(173,783)
Operations and Maintenance					
430/540110 Moving Expenses & Minor Remodeling of County Facilities	1,008,811.32	1,105,960	1,700,000	1,700,000	594,040
440/540130 Maintenance and Repair of Office Equipment	2,948.32	10,000	10,000	10,000	
441/540170 Maintenance and Repair of Data Processing Equipment and Software		19,951	20,000	20,000	49
444/540250 Maintenance and Repair of Automotive Equipment	6,114.71	35,000	25,000	25,000	(10,000)
445/540290 Operation of Automotive Equipment			12,000	12,000	12,000
Operations and Maintenance Total	1,017,874.35	1,170,911	1,767,000	1,767,000	596,089

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

Account	2011 Expend. Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Capital Equipment and Improvements					
549/560610 Vehicle Purchase		28,000	70,000	70,000	42,000
579/560450 Computer Equipment		480,100			(480,100)
Capital Equipment and Improvements Total		508,100	70,000	70,000	(438,100)
Rental and Leasing					
630/550010 Rental of Office Equipment	108,945.05	58,734	153,000	153,000	94,266
630/550018 County Wide Canon Photocopier Lease			11,221	11,221	11,221
634/550060 Rental of Automotive Equipment	345.00	35,000	30,000	30,000	(5,000)
660/550130 Rental of Facilities	26,432.00	266,951	460,000	460,000	193,049
Rental and Leasing Total	135,722.05	360,685	654,221	654,221	293,536
Contingency and Special Purposes					
814/580380 Appropriation Adjustments		(107,646)	(351,914)	(351,914)	(244,268)
883/580260 Cook County Administration	996,452.28	1,328,603	1,446,626	1,446,626	118,023
Contingency and Special Purposes Total	996,452.28	1,220,957	1,094,712	1,094,712	(126,245)
Operating Funds Total	13,908,527.53	19,200,326	24,609,439	24,609,439	5,409,113
(715) Major Capital Equipment - Long Term Projects - 71520310					
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	2011 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	85,252	1.0	85,252	1.0	85,252
0655	Election Division Supervisor III	24	1.0	120,935	1.0	124,025	1.0	124,025
0043	Administrative Assistant to County Clerk	24	5.5	601,091	6.0	627,919	6.0	627,919
0067	Executive Assistant to the Director	23	4.1	398,649	5.0	450,483	5.0	450,483
0076	Administrative Assistant to County Clerk II	22	3.0	237,894	4.0	291,452	4.0	291,452
0075	Administrative Assistant to County Clerk I	21	1.0	69,064	1.0	69,929	1.0	69,929
0051	Administrative Assistant V	20	2.0	134,457	2.0	141,660	2.0	141,660
0658	Election Judges Supervisor	20	1.0	65,633	1.0	66,964	1.0	66,964
0050	Administrative Assistant IV	18	4.0	235,667	5.0	309,398	5.0	309,398
0653	Election Division Supervisor I	18	2.0	105,881	2.0	108,515	2.0	108,515
3050	Administrative Assistant IV	18	1.0	59,767				
0048	Administrative Assistant III	16	2.0	99,600	2.0	104,281	2.0	104,281
0047	Administrative Assistant II	14	2.0	100,003	2.0	102,644	2.0	102,644
0936	Stenographer V	13	3.0	132,940	3.0	134,186	3.0	134,186
4840	Clerk IV- County Clerk/Sheriff	12	1.0	36,504	1.0	38,276	1.0	38,276
0907	Clerk V	11	1.0	38,095	1.0	39,240	1.0	39,240
4839	Clerk IV - County Clerk/Recorder of Deeds/Sheriff	11	1.0	36,314	1.0	37,347	1.0	37,347
			35.6	\$2,557,746	38.0	\$2,731,571	38.0	\$2,731,571
02 Voting Device Maintenance/Warehouse - 5240584								
0067	Executive Assistant to the Director	23	2.0	186,978	2.0	167,016	2.0	167,016
1108	Programmer IV	22	1.0	64,653	1.0	65,917	1.0	65,917
0048	Administrative Assistant III	16			1.0	57,363	1.0	57,363
0906	Clerk IV	9	4.0	120,895	4.0	125,183	4.0	125,183
0653	Election Division Supervisor I	18	1.0	59,607	1.0	60,814	1.0	60,814
4837	Administrative Assistant II - County Clerk	16	1.0	50,923	1.0	53,205	1.0	53,205
4834	Administrative Assistant I - County Clerk	15	1.0	47,546	1.0	49,762	1.0	49,762
4848	Stenographer V	15	1.0	51,243	1.0	52,746	1.0	52,746
0047	Administrative Assistant II	14	1.0	43,770	1.0	45,834	1.0	45,834
4835	Administrative Assistant I - County Clerk/Sheriff	14	1.0	49,440	1.0	48,437	1.0	48,437
4843	Clerk V-County Clerk/Sheriff	14	1.0	40,168	1.0	44,549	1.0	44,549
4833	Administrative Assistant I-County Clerk	13	1.0	45,147	1.0	45,147	1.0	45,147
4842	Clerk V-County Clerk	13	2.0	88,121	2.0	88,141	2.0	88,141
0046	Administrative Assistant I	12	2.0	68,185	2.0	71,299	2.0	71,299
4841	Clerk V-County Clerk/Recorder of Deeds/Sheriff	12	2.0	85,308	2.0	87,379	2.0	87,379
0907	Clerk V	11	4.0	155,112	4.0	158,526	4.0	158,526
4839	Clerk IV - County Clerk/Recorder of Deeds/Sheriff	11	1.0	35,841	1.0	37,347	1.0	37,347
			26.0	\$1,192,937	27.0	\$1,258,665	27.0	\$1,258,665
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	60,364	1.0	61,588	1.0	61,588
			2.0	\$153,864	2.0	\$155,088	2.0	\$155,088
02 Conduct of Elections								
01 Election and Registration Sites - 5240201								
0048	Administrative Assistant III	16	1.0	59,100	1.0	59,100	1.0	59,100
0936	Stenographer V	13	2.0	93,042	2.0	97,143	2.0	97,143
4842	Clerk V-County Clerk	13	1.0	42,994	1.0	43,814	1.0	43,814

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

Job Code	Title	Grade	2011 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
4845	Election Field Coordinator II	13	3.0	139,280	3.0	140,428	3.0	140,428
0221	Election Field Coordinator II	12	1.0	34,107	1.0	35,716	1.0	35,716
0907	Clerk V	11	1.0	40,024	1.0	40,024	1.0	40,024
			9.0	\$408,547	9.0	\$416,225	9.0	\$416,225
02 Election Judges - 5240202								
4848	Stenographer V	15	1.0	53,016	1.0	53,612	1.0	53,612
0047	Administrative Assistant II	14	1.0	51,439	1.0	51,439	1.0	51,439
4843	Clerk V-County Clerk/Sheriff	14	1.0	42,828	1.0	44,950	1.0	44,950
0936	Stenographer V	13	2.0	90,296	2.0	91,707	2.0	91,707
4842	Clerk V-County Clerk	13	1.0	42,994	1.0	45,147	1.0	45,147
0907	Clerk V	11	3.0	103,978	3.0	110,091	3.0	110,091
			9.0	\$384,551	9.0	\$396,946	9.0	\$396,946
03 Absentee Voting - 5240203								
0653	Election Division Supervisor I	18	1.0	63,668	1.0	64,959	1.0	64,959
3144	Election Support Clerk V	15	1.0	55,301	1.0	55,301	1.0	55,301
4842	Clerk V-County Clerk	13	1.0	42,994	1.0	42,994	1.0	42,994
0907	Clerk V	11	2.0	63,800	2.0	69,335	2.0	69,335
			5.0	\$225,763	5.0	\$232,589	5.0	\$232,589
03 Registration of Voters								
01 Registration of Voters - 5240301								
0067	Executive Assistant to the Director	23	1.0	97,802	1.0	99,718	1.0	99,718
0048	Administrative Assistant III	16	1.0	59,901	1.0	44,153	1.0	44,153
0936	Stenographer V	13	2.0	93,104	2.0	93,940	2.0	93,940
4842	Clerk V-County Clerk	13	1.0	45,147	1.0	45,249	1.0	45,249
0907	Clerk V	11	1.0	34,107	1.0	35,716	1.0	35,716
			6.0	\$330,061	6.0	\$318,776	6.0	\$318,776
02 Changes in Registration of Voters - 5240302								
0047	Administrative Assistant II	14	1.0	45,019	1.0	46,245	1.0	46,245
4842	Clerk V-County Clerk	13	1.0	45,278	1.0	46,045	1.0	46,045
			2.0	\$90,297	2.0	\$92,290	2.0	\$92,290
04 Record Processing								
01 Ballot Consolidation - 5240401								
0051	Administrative Assistant V	20	1.0	73,638	1.0	75,132	1.0	75,132
			1.0	\$73,638	1.0	\$75,132	1.0	\$75,132
02 Support Services - 5240402								
0043	Administrative Assistant to County Clerk	24	1.0	101,216	1.0	104,254	1.0	104,254
0067	Executive Assistant to the Director	23	1.0	99,746	1.0	102,792	1.0	102,792
0076	Administrative Assistant to County Clerk II	22	1.0	94,817	1.0	96,737	1.0	96,737
0075	Administrative Assistant to County Clerk I	21	1.0	81,774	1.0	83,427	1.0	83,427
0050	Administrative Assistant IV	18	1.0	63,189	1.0	65,462	1.0	65,462
0653	Election Division Supervisor I	18	2.0	108,303	2.0	103,536	2.0	103,536
0048	Administrative Assistant III	16	3.0	153,987	3.0	157,740	3.0	157,740
3144	Election Support Clerk V	15	1.0	53,698	1.0	55,301	1.0	55,301
4836	Administrative Assistant II - County Clerk/Recorder of Deeds/Sheriff	15	1.0	49,762	1.0	51,012	1.0	51,012
0936	Stenographer V	13	1.0	47,895	1.0	47,895	1.0	47,895
0907	Clerk V	11	1.0	38,095	1.0	39,240	1.0	39,240
4839	Clerk IV - County Clerk/Recorder of Deeds/Sheriff	11	1.0	37,347	1.0	38,141	1.0	38,141
			15.0	\$929,829	15.0	\$945,537	15.0	\$945,537

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

Job Code	Title	Grade	2011 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
03 Data Entry and Voter Verification - 5240403								
0653	Election Division Supervisor I	18	1.0	63,668	1.0	64,959	1.0	64,959
3144	Election Support Clerk V	15	1.0	46,245	1.0	52,102	1.0	52,102
4847	Stenographer V-County Clerk	14	1.0	51,439	1.0	51,439	1.0	51,439
0936	Stenographer V	13	2.0	90,313	2.0	92,115	2.0	92,115
4842	Clerk V-County Clerk	13	1.0	46,110	1.0	46,488	1.0	46,488
0907	Clerk V	11	9.0	337,064	9.0	343,971	9.0	343,971
			15.0	\$634,839	15.0	\$651,074	15.0	\$651,074
Total Salaries and Positions			125.6	\$6,982,072	129.0	\$7,273,893	129.0	\$7,273,893
Turnover Adjustment						(507,503)		(507,503)
Operating Funds Total			125.6	\$6,982,072	129.0	\$6,766,390	129.0	\$6,766,390

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

Grade	2011 Current		Department Request		President's Recommendation	
	FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
9	4.0	120,895	4.0	125,183	4.0	125,183
24	9.5	1,001,994	10.0	1,034,950	10.0	1,034,950
23	8.1	783,175	9.0	820,009	9.0	820,009
22	5.0	397,364	6.0	454,106	6.0	454,106
21	2.0	150,838	2.0	153,356	2.0	153,356
20	4.0	273,728	4.0	283,756	4.0	283,756
18	13.0	759,750	13.0	777,643	13.0	777,643
17	1.0	60,364	1.0	61,588	1.0	61,588
16	8.0	423,511	9.0	475,842	9.0	475,842
15	7.0	356,811	7.0	369,836	7.0	369,836
14	9.0	424,106	9.0	435,537	9.0	435,537
13	24.0	1,085,655	24.0	1,100,439	24.0	1,100,439
12	6.0	224,104	6.0	232,670	6.0	232,670
11	25.0	919,777	25.0	948,978	25.0	948,978
Total Salaries and Positions	125.6	\$6,982,072	129.0	\$7,273,893	129.0	\$7,273,893
Turnover Adjustment				(507,503)		(507,503)
Operating Funds Total	125.6	\$6,982,072	129.0	\$6,766,390	129.0	\$6,766,390

DEPARTMENT OVERVIEW

533 COUNTY CLERK - AUTOMATION FUND

Mission

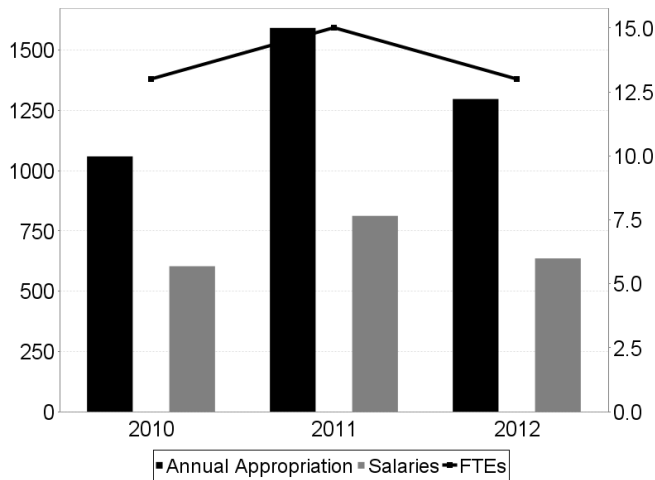
The County Clerk Automation Fund provides funding to develop, upgrade and maintain automated services in Tax Services, Vital Records, Clerk of the Board and Ethics in order to reduce costs, improve services and increase productivity. Revenues are derived from fees and license charges for record retrieving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

Mandates and Key Activities

- Sec.2-173. Cook County Clerk Automation Fee
- (a) Cook County Clerk Vital Records automation fee. The fees in Section 2-174 "Vital records fees for County Cler" include an automation fee as set out in Section 32-1, which shall be remitted monthly by the Clerk to the County Treasurer, to be retained in a special fund designated as the Clerk's Automation Fund. Upon Request of the County Clerk, the Board shall make expenditure from the fund to pay costs related to the automation of functions performed by the Clerk including hardware, software, research and development costs and personnel related thereto.

Discussion of 2011 Activities and 2012 Initiatives

Appropriations (\$ thousands)			
Fund Category	2010 Adopted	2011 Adopted	2012 Recommended
General	1,059.2	1,592.2	1,297.3
Total	1,059.2	1,592.2	1,297.3
	Adopted	Adopted	Recommended
FTE Positions	13.0	15.0	13.0



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

Account	2011 Expend. Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
110/501010 Salaries and Wages of Regular Employees	605,157.44	811,323	635,972	635,972	(175,351)
120/501210 Overtime Compensation	2,611.92	1,277			(1,277)
170/501510 Mandatory Medicare Costs	7,199.06	11,788	10,437	10,437	(1,351)
174/501570 Pension			54,609	54,609	54,609
175/501590 Life Insurance Program	1,158.21	2,945	1,674	1,674	(1,271)
176/501610 Health Insurance	44,423.87	160,416	152,953	152,953	(7,463)
177/501640 Dental Insurance Plan	2,460.94	4,378	4,301	4,301	(77)
179/501690 Vision Care Insurance	792.18	1,481	1,361	1,361	(120)
186/501860 Training Programs for Staff Personnel	2,592.00	15,000	15,000	15,000	
Personal Services Total	666,395.62	1,008,608	876,307	876,307	(132,301)
Contractual Services					
240/520490 External Graphics and Reproduction Services	78,662.00	128,880	128,800	128,800	(80)
260/520830 Professional and Managerial Services	178,135.00	203,000	188,000	188,000	(15,000)
Contractual Services Total	256,797.00	331,880	316,800	316,800	(15,080)
Supplies and Materials					
350/530600 Office Supplies	892.08	10,000	10,000	10,000	
353/530640 Books, Periodicals, Publications, Archives and Data Services		10,000	2,000	2,000	(8,000)
388/531650 Computer Operation Supplies	18,106.98	56,851	76,850	76,850	19,999
Supplies and Materials Total	18,999.06	76,851	88,850	88,850	11,999
Operations and Maintenance					
441/540170 Maintenance and Repair of Data Processing Equipment and Software	2,850.00	41,500	119,000	119,000	77,500
Operations and Maintenance Total	2,850.00	41,500	119,000	119,000	77,500
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	25,627.00	25,627			(25,627)
630/550018 County Wide Canon Photocopier Lease			24,740	24,740	24,740
Rental and Leasing Total	25,627.00	25,627	24,740	24,740	(887)
Contingency and Special Purposes					
814/580380 Appropriation Adjustments	(119,573.00)	(116,804)	(173,224)	(173,224)	(56,420)
883/580260 Cook County Administration	183,920.22	139,044	44,800	44,800	(94,244)
Contingency and Special Purposes Total	64,347.22	22,240	(128,424)	(128,424)	(150,664)
Operating Funds Total	1,035,015.90	1,592,206	1,297,273	1,297,273	(294,933)

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

Job Code	Title	Grade	2011 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	69,542				
0051	Administrative Assistant V	20	1.0	72,324	1.0	73,790	1.0	73,790
0050	Administrative Assistant IV	18	5.0	312,002	4.0	257,260	4.0	257,260
0048	Administrative Assistant III	16	1.0	57,192	1.0	58,493	1.0	58,493
4851	Tax Examiner V-County Clerk	16	1.0	56,818	1.0	38,098	1.0	38,098
0047	Administrative Assistant II	14	1.0	41,130	1.0	42,994	1.0	42,994
0936	Stenographer V	13	1.0	46,045	1.0	46,045	1.0	46,045
0906	Clerk IV	9	1.0	30,252	1.0	31,679	1.0	31,679
4842	Clerk V-County Clerk	13	1.0	47,047	1.0	47,053	1.0	47,053
			13.0	\$732,352	11.0	\$595,412	11.0	\$595,412
02 Vital Statistics								
01 Suburban Offices - 5331457								
0907	Clerk V	11	2.0	80,048	2.0	81,154	2.0	81,154
			2.0	\$80,048	2.0	\$81,154	2.0	\$81,154
Total Salaries and Positions			15.0	\$812,400	13.0	\$676,566	13.0	\$676,566
Turnover Adjustment						(40,594)		(40,594)
Operating Funds Total			15.0	\$812,400	13.0	\$635,972	13.0	\$635,972

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

Grade	2011 Current		Department Request		President's Recommendation	
	FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
9	1.0	30,252	1.0	31,679	1.0	31,679
23	1.0	69,542				
20	1.0	72,324	1.0	73,790	1.0	73,790
18	5.0	312,002	4.0	257,260	4.0	257,260
16	2.0	114,010	2.0	96,591	2.0	96,591
14	1.0	41,130	1.0	42,994	1.0	42,994
13	2.0	93,092	2.0	93,098	2.0	93,098
11	2.0	80,048	2.0	81,154	2.0	81,154
Total Salaries and Positions	15.0	\$812,400	13.0	\$676,566	13.0	\$676,566
Turnover Adjustment				(40,594)		(40,594)
Operating Funds Total	15.0	\$812,400	13.0	\$635,972	13.0	\$635,972

