

# **Clinton County Clerk's Office**

## **Freedom of Information**

**County Clerk & Recorder Vicky Albers**

**850 Fairfax Street, Room 230, Carlyle, IL 62231**

### **Primary Duties**

The County Clerk & Recorder is the keeper of all Clinton County records. Clerk's duties range from administering elections to issuing vital records to conducting a great deal of the state's taxation duties. The county recorder is the official land records manager for the county. The recorder is responsible for recording, archiving and retrieving all documents submitted by the public to be recorded, the most prominent being mortgages, deeds and liens. The complexity of the recording process, along with the volume of work and the many different types of instruments required to be filed in the clerk's office, place much responsibility on the office. The County Clerk's Office has five full-time employees and no part-time employees. The current operating budget is \$694,900, which is set by the 15-member Clinton County Board. The Freedom of Information Officer for this office is County Clerk & Recorder Vicky Albers.

### **Major functions of the Clerk & Recorder's Office include:**

**Keeper of County Records**

**Clerk of the County Board**

**Registrar of Vital Records**

**Calculates and Extends Tax Rates/Manager of Delinquent Tax Process**

**Election Authority**

**Recorder**

**Payroll/Accounts Payable/Benefits Administrator**

**Vicky Albers  
Clinton County Clerk & Recorder  
Election Authority, Registrar**

**Janice Strotheide  
Chief Deputy  
Clerk & Registrar**

**Linda Richter  
Deputy Clerk  
Payroll &  
Accounts Payable  
Manager**

**Dorothy Elling  
Chief Deputy  
Recorder**

**Mary Hemker  
Chief Deputy  
Elections**

**Shelly Winkeler  
Deputy Clerk**

**For more information or to submit a Freedom of Information Act (FOIA) request in writing, contact:**

Sandra Basler, FOIA Officer for Clinton County  
Clinton County State's Attorney's Office  
850 Fairfax Street, Room 210  
Carlyle, Illinois 62231

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