

Clinton County Clerk's Office - Freedom of Information

County Clerk & Recorder Vicky Albers

850 Fairfax Street, Room 230, Carlyle, IL 62231

Phone: 618-594-6620 E-mail: ccclerk@clintonco.illinois.gov

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 six full-time employees and no part-time employees. The current operating budget is \$756,900, which is set by the 15-member Clinton County Board. The Freedom of Information contact for this office is County Clerk & Recorder Vicky Albers.

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

Vital Records / Local Registrar (births, deaths, marriages)

Recorder (land records, military discharges, miscellaneous instruments)

Election Authority and Administration (voter registration)

Clerk of the County Board (minutes, agendas, oaths, etc.)

Tax Levies / Extensions / Delinquent Taxes

Payroll / Accounts Payable / Benefits Administrator

Statements of Economic Interests

Assumed Name Certificates

Liquor Licenses / Raffles Licenses / Fireworks Permits

Officials' Bonds and Oaths

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

**Linda Richter
Accounts Payable & Benefits
Manager**

**Dorothy Elling
Chief Deputy
Recorder**

**Shelly Winkeler
Chief Deputy
of Elections**

**Adriana Gilpin
Deputy Clerk**

**Ellie Huels
Deputy Clerk**

Public Records: This office keeps all documents for the purposes stated above.

Please note - some documents may be confidential or not publicly available.

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, IL 62231

foia@clintoncosa.illinois.gov