

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 six full-time employees and no part-time employees. The current operating budget is \$725,900, 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:

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

Linda Richter
Chief Deputy Clerk
Payroll & Accounts Payable
Manager

Dorothy Elling
Chief Deputy
Recorder

Shelly Winkeler
Chief Deputy
of Elections

Adriana Gilpin
Deputy Clerk

Ellie Huels
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, IL 62231

foia@clintoncosa.illinois.gov