

Lancaster County Clerk's Office

The County Clerk is statutorily required to:

- Attend and record all sessions of the County Board
- Maintain the official records and papers of the County
- Maintain the County seal
- File and maintain other records and documents including, but not limited to, official bonds, budgets, veteran discharges, marriage licenses, locksmith licenses, liquor licenses, tobacco licenses, amusement licenses, special designated licenses, special event permits, affidavits of publication, property valuation protests, etc.
- Process vendor claims (21,000+ payments in 2012)
- Process County payroll (24,000+ paychecks in 2012)
- Administer oaths and affirmations

Additionally, the County Clerk's Office attends the meetings and records the proceedings of the following: Board of Equalization, Board of Corrections, Correctional Facility Joint Public Agency, City-County Common, Mid-Year Budget Retreat, One & Six Year Road and Bridge Public Hearing, Tri-County (Douglas, Lancaster and Sarpy Counties) Meeting, Village Meeting, Leasing Corporation, Consolidation Task Force and other miscellaneous committees and task forces established by the County Board.

Other duties of the Office include records management, records research (public records request), establishing office policies and procedures,

Since 1998, the Lancaster County Clerk oversees a staff of nine and two divisions - Accounting and Records. Positions include the Deputy County Clerk, Accounting Operations Manager, Account Clerk II, Accounting Specialist, Budget & Fiscal Assistant, Board of Equalization Specialist, County Records Specialist II and two County Records Specialist IIIs.

Expenditures for fiscal year 2012-13 will be approximately \$918,396.77 of which 80.5% is attributed to salaries/benefits.

On average, the County Clerk's Office issues 2,100 marriage licenses (1986-present) and processes 3,426 property valuation protests (2006-present) annually. The Office also issues over 2,000 certified copies each year.

The Clerk's Office experiences a great deal of public contact through the marriage license application and property valuation protest processes. With regard to protests, in 2008 the County Clerk implemented a new online filing process whereby property owners could enter their protest(s) and select a hearing date/time. The system also allows the property owner to track the progress of their protest.