

Clerk-Recorder Staff

Annual Productive Hours per employee	1,759
Number of Full-Time Employees	5
Legal Proc., Senior Legal Proc., Legal Staff Sup	
Number of Full-Time Employees	11
CRA Specialists, Senior CRA Spec, CRA Supervisor	
Annual Productive Hours per employee	
Total Productive Hours (5 emp x 1769 hrs)	8,795
Total Productive Hours (11 emp x 1769 hrs)	19,349

% of Chief Deputy Clerk-Recorder's Time		
Recorder	11	68.75%
Clerk	5	31.25%
	16	

Staff and Overhead Costs	Annual Costs	Number of Productive Hours	Costs Per Productive Hour
Legal Processor, Senior Legal Processor (4.0 FTE)	461,947	7,036	65.65
Legal Staff Supervisor (1.0 FTE)	133,220	7,036	18.93
**Services & Supplies Costs	107,614	8,795	12.24
Administrative/Management			
Administative Services	167,662	8,795	19.06
Chief Deputy Clerk-Recorder (31.25% - 5 FTE)	58,471	8,795	6.65
Hourly Rate			122.54
Rate per Minute			2.04

**Service and Supplies are allocated over 5 positions (Staff and Supervisors)

Recorder Staff and Overhead Costs	Annual Costs	Number of Productive Hours	Costs Per Productive Hour
CRA Specialist I/II, Senior CRA Specialist (8.0 FTE)	786,641	14,072	55.90
CRA Supervisors (2.0 FTE)	235,525	14,072	16.74
**Services & Supplies Costs	324,060	19,349	16.75
Administrative/Management			
Administative Services	243,692	19,349	12.59
Receptionist (1.0 FTE)	110,593	19,349	5.72
Chief Deputy Clerk-Recorder (68.75% - FTE)	128,635	19,349	6.65
Hourly Rate			114.34
Rate per Minute			1.91

**Service and Supplies are allocated over 11 positions (Staff and Supervisors)

Service Provided	No. of Minutes	No. of Transactions	Average Min per trans
Recorder Copies			
Answer Questions	2006	412	4.9
Show customers how to search computers	1240	257	4.8
Cashier and receipt copy	1478	553	2.7
Print Copy	582	202	2.9
Scan Map	36	2	18.0
Email Copy	1376	426	3.2
Email Copy - Tyler	368	182	2.0
Email Copy - Digital Reel	424	125	3.4
Fax Copy	13	3	4.3
Certify	32	15	2.1
Duplicate Marriage Licenses			
Answer Questions	54	8	6.8
Cashier and receive payment	15	5	3.0
Issue duplicate	37	3	12.3
Register and scan duplicate	17	3	5.7
Marriage Ceremony			
Answer Questions	609	119	5.1
Schedule ceremony	327	75	4.4
Cashier and receive payment	198	30	6.6
Gather witness info and signatures	166	40	4.2
Perform Ceremony	296	32	9.3
Witness Ceremony	65	6	10.8
Answer Questions	41	8	5.1
Review form and make appointment	8	2	4.0
Email Confirmation	1	1	1.0
Prepare oaths for deputies	5	1	5.0
Administer oath and receipt	11	2	5.5
Teach Class	70	2	35.0
Notary			
Receive and review bond, oath, certificate and commission	120	23	5.2
Administer oath and signatures	44	18	2.4
Enter, cashier and scan into database	86	19	4.5
Receive and review books from Notary	14	3	4.7
Index and file books	15	3	5.0
Send Oaths to Secretary of State	12	11	1.1
Box and submit books for storage	90	43	2.1
FBN			
Answer Questions	642	144	4.5
Review FBN for accuracy, check ID/notate mail	526	137	3.8
File & Cashier in database	620	140	4.4
Index FBNs	24	10	2.4
Explain Publishing	119	54	2.2
Issue copy of FBN	45	21	2.1
Certify copy	32	16	2.0
Mail filed FBN to customer	97	62	1.6
Write and send rejection letter	85	16	5.3
Stamp, index & file proof of publishing	95	15	6.3

Average Cost to Provide Products & Services

	Average Min per trans	Avg pages per trans	Avg Min per page	Rate per Minute	Cost of Map Paper per page	Avg Cost per page
Recorder Copies						
Print Copy	15.2	5.0	3.0	1.91		5.82
Email Copy - pre 1964 (Digital Reel)	15.8	5.0	3.2	1.91		6.02
Fax Copy	11.9	5.0	2.4	1.91		4.54
Map Copy - any size	33.2	5.0	6.6	1.91	0.122	13.31

Certification	Avg Min	Cost per min	Total Cost
Certification	2.1	1.91	4.01

Duplicate Marriage Licenses	Avg Min	Cost per min	Total Cost
License	27.8	2.04	56.71

Marriage Ceremony	Avg Min	Cost per min	Total Cost
Ceremony (applicants provide witnesses)	29.5	2.04	60.18
Ceremony (Clerk provides witnesses)	40.3	2.04	82.21

Notary	Avg Min	Cost per min	Total Cost
Filing	25.0	2.04	51.00

FBN	Avg Min	Cost per min	Postage	Total Cost
In-office filing	27.8	2.04	N/A	56.71
Mailed filing	30.1	2.04	0.43	61.83