



ST. JOHNS COUNTY CLERK AND COMPTROLLER  
HUNTER S. CONRAD, ESQ.

*Dedicated to Excellence – Committed to Improvement – Serving with Kindness*

# CLERK AND COMPTROLLER

- The Florida Constitution established a Clerk and Comptroller as an elected public trustee in 1838 and established at the county level a system of checks and balances.
- Florida Constitution Article 5 Section 16
  - Clerks of the circuit courts.—There shall be in each county a clerk of the circuit court who shall be selected pursuant to the provisions of Article VIII section 1. Notwithstanding any other provision of the constitution, the duties of the clerk of the circuit court may be divided by special or general law between two officers, one serving as clerk of court and one serving as ex officio clerk of the board of county commissioners, auditor, recorder, and custodian of all county funds. There may be a clerk of the county court if authorized by general or special law. History.—S.J.R. 52-D, 1971; adopted 1972.

# CLERK AND COMPTROLLER

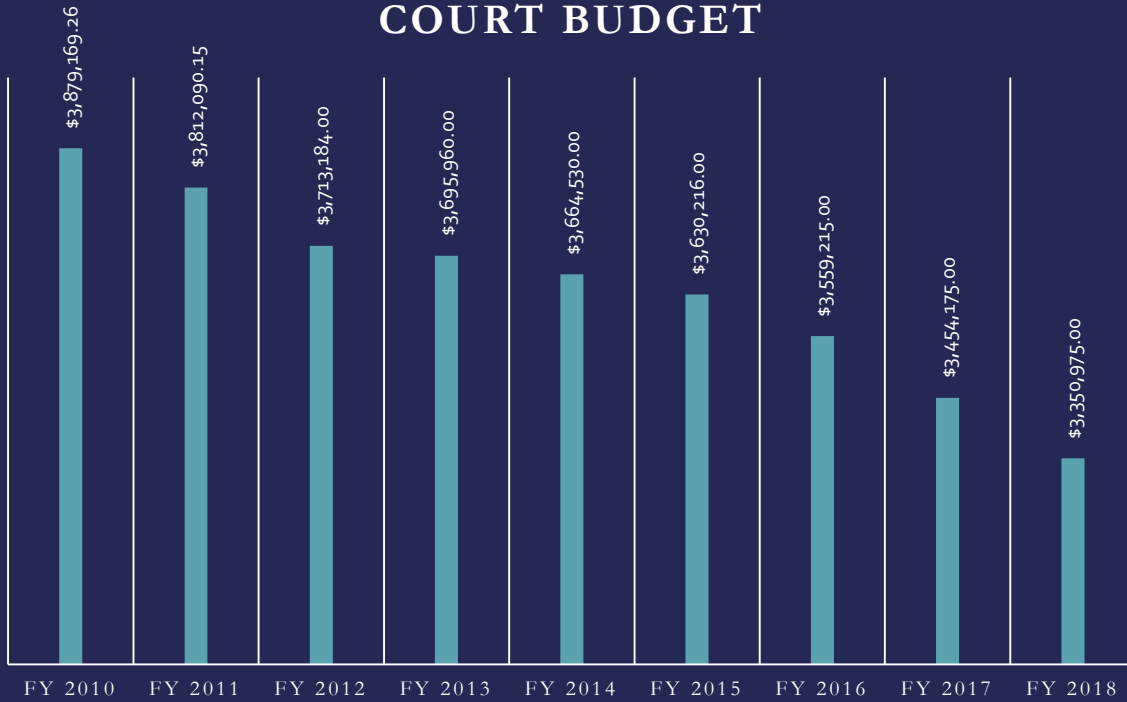
- The Clerk and Comptroller is generally vested with a large number of administrative duties.
- The Florida Clerk is not only Clerk of the Circuit Court, but also the County Treasurer, Recorder, Auditor, Finance Officer, and Ex-Officio Clerk of the County Commission.
- The Office of the Clerk and Comptroller performs a wide range of record keeping, information management, and financial management for the judicial system and county government.
- The Constitution and Statutes require that the Clerk:
  - Is governed by statutory authority in carrying out the duties and functions of the office
  - As auditor and custodian of county funds, is subject to state Auditor General rules and regulations
  - Is subject to annual audits by independent firms
- The Clerk and Comptroller's Office is responsible for 1100 constitutional and statutory functions and duties.

# CLERK OF THE CIRCUIT AND COUNTY COURT

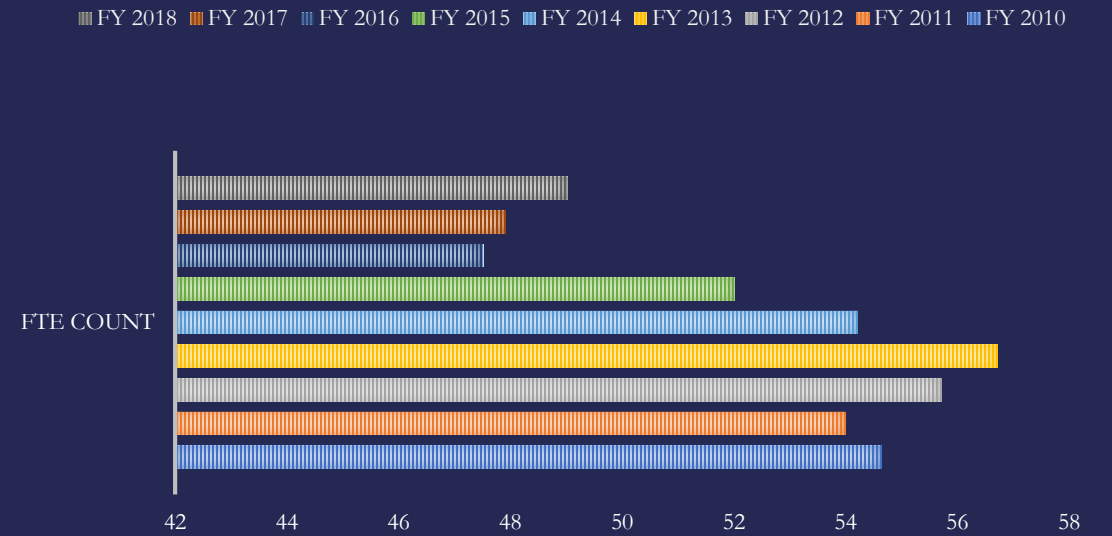
- Attend Court hearings and trials
- File indictments, information, and verdicts
- Process all civil and criminal cases
- Prepare appellate records
- Jury management
- Collect and disburse fines, court costs, forfeitures, fees, and service charges
- Conduct mortgage foreclosure sales
- Issue Home solicitation permits
- Maintain custody of all evidence and exhibits entered by the court
- Assist in completing paperwork required to file a Small Claims action
- Assist in completing paperwork required to file petitions for protective injunctions (domestic, repeat, sexual, and dating violence)
- Issue process service documents
- Maintain court registry
- Audit guardianship reports
- Audit child support payments

# COURT EMPLOYEES

## COURT BUDGET



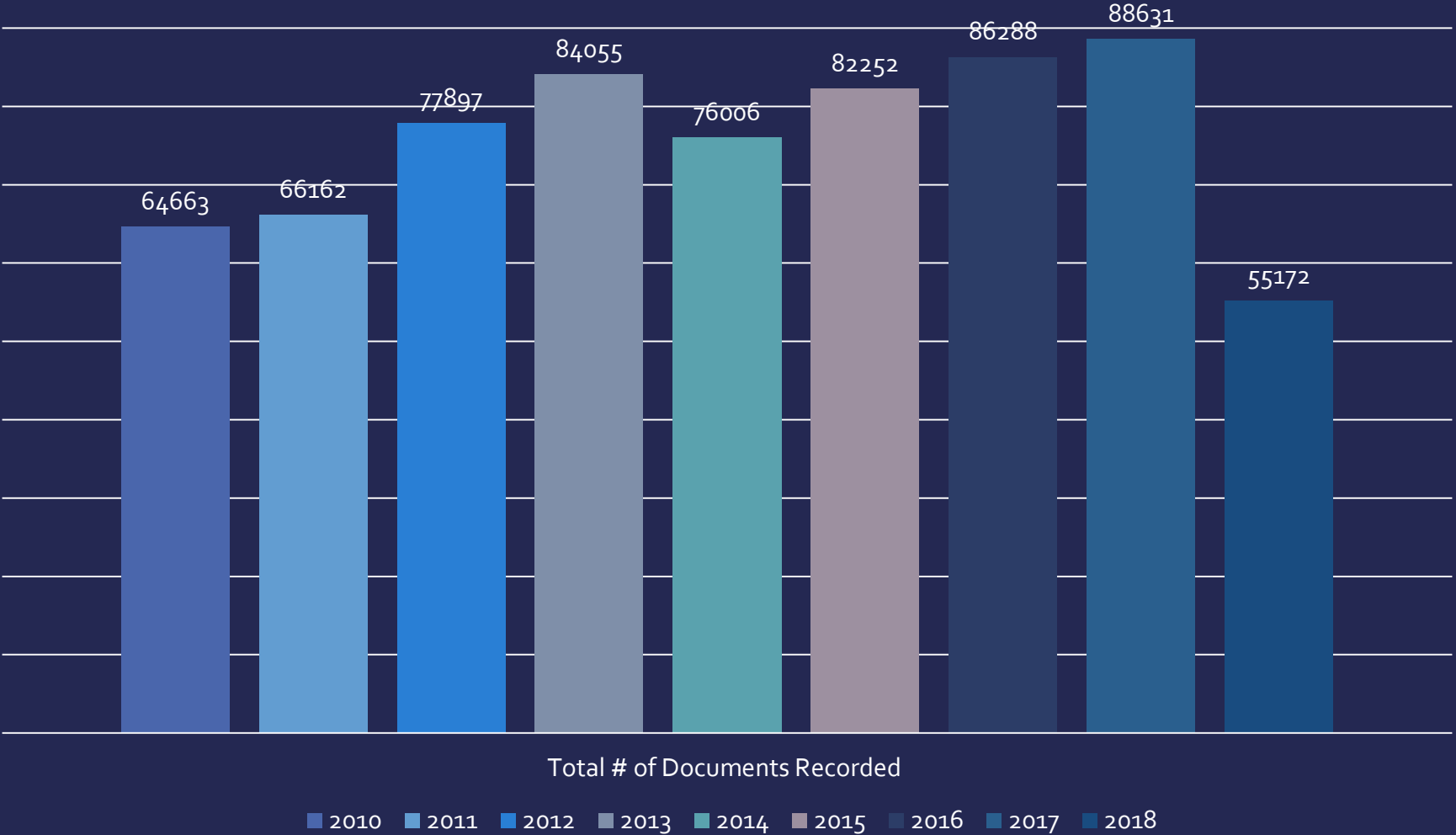
## COURT EMPLOYEE COUNT



# COUNTY RECORDER

- Record and index deeds, mortgages, and descriptions of all county property
- Process tax deed applications and conduct sales
- Record public defender liens and judgments entered by the court, record tax liens and claims against an estate, instruments of conveyance, agreements, contracts, maps and plats of subdivisions and surveys
- Maintain a public records library
- Collect and disburse intangible taxes
- Collect and disburse documentary stamp monies
- Issue and record marriage licenses
- Process Passport applications

# TOTAL NUMBER OF DOCUMENTS RECORDED



# CLERK TO THE BOARD OF COUNTY COMMISSIONERS

- Attend meetings of the Board of County Commissioners and committees of the board
- Produce, record, index and distribute the official minutes of these meetings
- Maintain legal custody of the Official County Seal
- Maintain custody of all county resolutions, ordinances, and contracts
- Process appeals for Value Adjustment Board
- Attestation



# CHIEF FINANCIAL OFFICER

## Custodian of County Funds

- Provide accounting services to all departments under the Board of County Commissioners
- Provide an accounting system for all fiscal changes implemented by the Board
- Provide financial reporting to the Board and all federal and state agencies
- Process accounts payable
- Process the county payroll
- Treasury Management – the Clerk and Comptroller invests surplus funds, producing the best and safest possible returns, ultimately reducing the burden on taxpayers.
  - Responsible for managing the county's banking relationships and cash forecasting process.

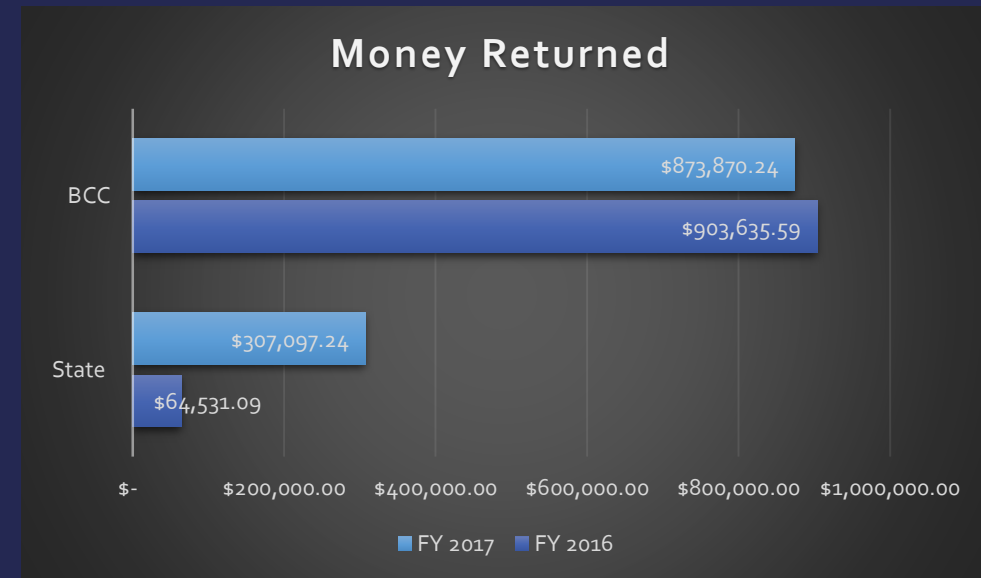
# CHIEF FINANCIAL OFFICER

## Inspector General

- Conduct internal post-audits to determine if financial controls are sufficient
- Prepare reports suggesting improvements to management
- Audit Comprehensive plan includes the Board of County Commissioners and Clerk of Courts Office
  - Risk based approach designed to limit the scope of work to what we can realistically accomplished
- Tourist Tax Development ( TDT) – County Ordinance No. 8827
  - TDT is 5%
    - Clerk of Court receives 1%
    - Tax Collectors office receives 1%
- Inspector Generals Office- working to achieve Statewide Accreditation
- Guardianship Audits – examine guardianship cases to ensure they are following Chapter 744 of Florida Statutes

# RECENT CHANGES/IMPROVEMENTS

- Clerk's Care Campaign- Habitat For Humanity, Alpha Omega, K9 for Warriors
- Social Media- Facebook
- Created an Inspector General's Office
- Updated Website
- Opened the Julington Creek Annex – passports, pay traffic tickets
- Started Passport Saturday
- Ability to have passport photos taken
- Online foreclosure sales
- Updated jury management system
- Intern Program
- Created a Cross-training program for each department
- Standardized the Standard Operating Procedures
- Recording Official Records online from 1960 – current



# UPCOMING CHANGES/ IMPROVEMENTS

- Opening Ponte Vedra Annex
- E-Certification
- Artificial Intelligence – Court Docketing
- Accredited Inspector General's Office