

Office of Policy and Budgetary Affairs
Board of County Commissioners, Miami-Dade County

Constitutional Office of the Clerk of the Circuit Courts

As Miami-Dade County prepares for the implementation of Amendment 10, the Board of County Commissioners has directed the Office of Policy and Budgetary Affairs to study the functions, responsibilities and operations of the County Clerk for the ten (10) largest counties in Florida.

The questions included below will serve as the basis for the conversation between our office and the appropriate representatives from your Clerk's Office.

County: Click or tap here to enter text.

Office of the Clerk

Staffing & Personnel

Total Budgeted Full-Time Employees: Click or tap here to enter text.

Total Budgeted Part-Time Employees: Click or tap here to enter text.

Are Clerk's Office employees considered County employees? If not, please explain: Click or tap here to enter text.

Do Clerk employees belong to a bargaining unit(s)? if so, please explain: Click or tap here to enter text.

Funding & Administrative Support

Total Adopted Budget: Click or tap here to enter text.

Please describe the funding sources that fund your office: Click or tap here to enter text.

Is the cost of employees distributed based on their duties? (i.e. are employees partially funded by the County, State and/or other source). Please explain: Click or tap here to enter text.

Support Functions Received from the County (IT, Human Resources, Financial Administration, etc.): Click or tap here to enter text.

Support Functions Provided to the County by the Clerk (Parking Enforcement, Passport Services, etc.): Click or tap here to enter text.

Facilities

Number of Satellite/Regional Offices: Click or tap here to enter text.

Explain the ownership of these facilities (owned by the County, owned by the Clerk, or privately leased) and their uses: Click or tap here to enter text.

Who is responsible, operationally and financially, for the maintenance of these facilities? Click or tap here to enter text.

Which entity/entities perform security and law enforcement functions at Clerk facilities? Click or tap here to enter text.

Clerk of the Circuit Court Functions

Please describe any agreements, if any, with the County or municipalities in place to collect and disburse fines, fees and other charges: Click or tap here to enter text.

Recorder of Deeds Functions

Are the fees collected through Recorder of Deeds functions retained solely by the Clerk?
Please explain: Click or tap here to enter text.

Clerk of the Board Functions

Are the Clerk of the Board functions separately managed? (i.e., an ex-officio Clerk of the Board or are these functions under the direction of the Board of County Commissioners). Please explain: Click or tap here to enter text.

Accountant and Custodian of County Funds Functions

Have any of these functions been delegated to the County? Please explain: Click or tap here to enter text.

Does the Clerk provide accounting services to any of the elected Constitutional Officers?
Please explain: Click or tap here to enter text.

What functions does the Clerk perform that directly supports County services (i.e., County Recorder, Clerk of the Board, and County Records Custodian)? Click or tap here to enter text.

How are investments of County funds managed? (i.e., is the Board or the County Administration consulted, either formally or informally) Please explain: Click or tap here to enter text.

Is there an agreement in place with the County to process accounts payable or is the work perform solely by Clerk staff? Click or tap here to enter text.

Is there an agreement in place with the County to process payroll or is the work perform solely by Clerk staff? Click or tap here to enter text.

Does the Clerk manage the financial system(s) used by the County? Click or tap here to enter text.

Do the other constitutional officers utilize these same financial system(s) for their operations? Click or tap here to enter text.

County Auditor Functions

Have any of these functions been delegated to the County? Please explain: Click or tap here to enter text.

Are there other County entities, departments or offices that perform auditor-like functions? Please explain: Click or tap here to enter text.

Additional Functions

If any, List Additional Functions Performed Beyond Statutory Duties: Click or tap here to enter text.

Contact Person (Name, Title, E-Mail, Phone Number): Click or tap here to enter text.

If available, please attach the following documents with your response:

- Table of Organization
- Any Service Agreement(s) with the County
- If applicable, any agreements with other Constitutional Offices
- If applicable, any agreements with other Jurisdictions