

Attachment

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**County Clerk-Recorder - Fee Study - Fiscal Year 2018-19
Fully Loaded Costs - All Classifications (Step 7)**

CLASS	CLASS TITLE	Total Annual S&B	Overhead (Dept Avg Per Employee)	Total Cost	Net Production Hours per Position	Average time to support function	Average Cost to Support Function
11B01	County Clerk/Recorder	\$ 217,256.00	\$ 44,345.60	\$261,602	1,680	25%	\$ 65,400.40
12A05	Assistant County Clerk/Recorder	\$ 196,123.20	\$ 44,345.60	\$240,469	1,680	60%	\$ 144,281.28
20B95	Finance Manager I	\$ 163,342.40	\$ 44,345.60	\$207,688	1,680	60%	\$ 124,612.80
80E92	Recording Services Supervisor	\$ 108,992.00	\$ 44,345.60	\$153,338	1,680	80%	\$ 122,670.08
80E82	Supervising Office Assistant II	\$ 107,660.80	\$ 44,345.60	\$152,006	1,680	20%	\$ 30,401.28
14G02	Management Analyst I	\$ 121,284.80	\$ 44,345.60	\$165,630	1,680	5%	\$ 8,281.52
16F40	Departmental Informational Systems Mgr I	\$ 167,190.40	\$ 44,345.60	\$211,536	1,680	10%	\$ 21,153.60
20B10	Accountant I (1)	\$ 108,992.00	\$ 44,345.60	\$153,338	1,680	40%	\$ 61,335.04
80E21	Office Assistant II (2)	\$ 163,737.60	\$ 44,345.60	\$208,083	3,360	10%	\$ 20,808.32
80E22	Office Assistant III (6)	\$ 521,788.80	\$ 44,345.60	\$566,134	10,080	100%	\$ 566,134.40
80P22	Photocopyist (2)	\$ 175,718.40	\$ 44,345.60	\$220,064	3,360	100%	\$ 220,064.00

Total Allocated Cost

Average Hours to Support Function

	420
	1,008
	1,008
	1,344
	336
	84
	168
	672
	336
	10,080
	3,360
	18,816 Total Hours
	\$ 1,385,142.72

1,128,960 Total Minutes

1.227 Cost per Minute

10 minutes to complete transaction via website, over the counter, or mail **\$ 12.27 Average cost per transaction**

Estimated # of Documents Recorded Annually
80,000

	Days	Hours	Total Hours
Govt Holidays	11	8	88
Annual Leave	25	8	200
Break Time	14	8	112
			400
			2080
			1680