



# ASSESSOR, COUNTY CLERK-RECORDER

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BOARD OF SUPERVISORS' BUDGET HEARING

Presented by: Marina Camacho

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# ASSESSOR, COUNTY CLERK- RECORDER IS RESPONSIBLE FOR:

- Identifying, valuing, and assessing all taxable property within the county.
- Records real property documents and acts as the public repository for these recorded documents
- **By law**, the Assessor locates all taxable property, identifies owners, and determines the property's value, ensuring that every property is assessed fairly and accurately on the lien date
- 68% Property taxes are the largest source of discretionary Revenue
- Applies all legal exemptions and exclusions, which help to reduce the taxable value of property for eligible taxpayers, including homeowners, disabled veterans, and non-profit organizations, among others.
- The Assessor's work culminates in the completion of an annual assessment roll, which lists the assessed values of all taxable properties in Monterey County.
- This assessment roll is critical, as it forms the basis for the calculation of property taxes, which fund essential public services such as schools, infrastructure, and public safety.

# VACANCIES NOT FUNDED IN BASELINE BUDGET TOTALING \$365,559

	POSITION	AMOUNT
1	Administrative Secretary-Confidential	\$142,294
2	Office Assistant II	\$111,273
3	Senior Account Clerk	\$111,992

# REQUEST TO RETAIN (3) VACANT POSITIONS AS UNFUNDED

RANK	POSITION	AMOUNT	JOB DESCRIPTION
1	Confidential Secretary	\$0	<p><b>The Secretary Confidential serves as the "Administrative Backbone" for the department and Department Heads.</b></p> <ul style="list-style-type: none"> <li>• Ensures transparency of department's data to the public</li> <li>• Provides critical administrative support directly to the Department Heads</li> </ul>
2	Office Assistant II	\$0	<p><b>Office Assistant primary administrative support to Appraisal staff</b></p> <ul style="list-style-type: none"> <li>• Provide clerical support directly to the appraiser staff</li> <li>• Set up, and process new construction permits</li> <li>• Provide essential customer service to public (phone and counter)</li> </ul>
3	Senior Account Clerk	\$0	<p><b>Senior Account Clerk provides direct support to the Auditor Appraisal staff</b></p> <ul style="list-style-type: none"> <li>• Primary clerical support to set up, update, and delete business assessments</li> <li>• Create and process changes to all due to audits, appeals, and unreported</li> </ul>

QUESTIONS?

