

COUNTY OFFICE FUNCTIONS

County Clerk

The Coles County Clerk & Recorder is responsible for five major functions in county government.

Elections:

The Clerk is responsible for the conduct of all elections in Coles County, including all Federal, State, County, City, School, Township, Park and Library districts. Duties include Voter Registration, Absentee Voting, Precinct set-up, Election Judge Training, Campaign Finance Filings, and the county Electoral Board.

Recorder of Deeds:

Deeds, mortgages, leases, military discharges, and many other documents are filed and on permanent record in the Clerk's Office. About 12,000 documents are recorded each year and stored on optical disk with a microfilm backup copy.

Vital Records:

All Vital Records, including births, marriages, and deaths are filed and on permanent record in the Clerk's Office. Some 1,800 new records are added each year. Birth and Death records are kept from 1878 to the present. Marriage records are kept from 1830 to the present.

Tax Services:

The Clerk calculates and extends the tax rates on all real estate in the county from levies filed by municipalities, schools, fire, park and other districts. The clerk also collects delinquent tax payments and calculates Enterprise Zone abatements, maintains an Assumed Business Name registry, and provides many other services.

Coles County Board:

The Clerk records the minutes of all County Board meetings and has kept them on permanent record since 1830. All claims for county expenses go first to the County Board, then are countersigned by the Clerk and forwarded to the County Treasurer for payment.

Health Department

The mission of the Coles County Health Department is to provide quality health services through prevention, education, health promotion and protection efforts in a manner that promotes optimal health for the individual, the community, and environment.

Regional Office of Education

The Mission of the Regional Office of Education is "To provide Services for Learning using Excellent Leadership, Professional Development, and Student Programs."

Regional Planning & Development Commission

The main goal of CCRP & DC is to provide the best professional service at a reasonable cost. The Commission's Staff consists of professionally trained and experienced individuals who can serve as "full-time" staff to part-time officials. Services provided by CCRP & DC range from planning, zoning, ADA transition plan preparation, Motor Fuel Tax services, census and business data, revolving loan fund administration, subdivision assistance, regional map repository, economic & community development, map preparation/graphics, GIS services, ordinance preparation/codification, historic preservation, grant preparation/administration and community administration and financial management.

Treasurer

The County Treasurer serves as both Treasurer and Collector for the County. The Treasurer is responsible for depositing, investing, and disbursing funds for Coles County. The Collector is responsible for billing, investing, and distributing property taxes.