

*JON HENRICKS*  
County Clerk



*AARON BROWN*  
Deputy County Clerk

**County of Hawai'i**

*Office of the County Clerk*

25 Aupuni Street, Suite 1402 • Hilo, Hawai'i 96720  
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RCVD HUMAN RESOURCES  
2025 SEP 16 AM 7:46

September 15, 2025

Mr. Steven Pavao, Chair of the Salary Commission  
and Members of the Salary Commission  
101 Pauahi Street, Suite 2  
Hilo, Hawai'i 96720

Dear Chair Pavao:

In response to the Salary Commission's inquiries contained within its letter dated September 4, 2025:

1. What are the primary duties and responsibilities of the department/agency?

The Office of the County Clerk and Hawai'i County Council's regulatory duties are largely articulated in Article III of the Hawai'i County Charter. The Hawai'i County Council is the policymaking body (Legislative) of Hawai'i County. The Office of the County Clerk provides staffing support to the Hawai'i County Council. Additionally, the Office of the County Clerk conducts all federal, state, and county elections and provides printing, parcel delivery, and mailing services for all agencies county wide.

The County Clerk is the director of the operations for the Legislative Branch for the County of Hawai'i, whose primary duties and responsibilities include:

- Providing management and administrative services for the various divisional departments of the Office of the County Clerk;
- Be the Chief Elections Officer for the County of Hawai'i;
- Prepare Department budget – monitor and approve expenditures;
- Procurement of goods and services;
- Act as the parliamentarian for meetings of the Council and its Committees;
- Providing technical and secretarial services to the Charter Commission and the Redistricting Commission; and
- Assist the Council Chair in the carrying out of his or her duties.

The Council Chair is the Presiding Officer of the Council, whose primary duties include:

- Presiding over meetings of the Hawai'i County Council, ensuring that business is handled in an orderly, efficient, and lawful manner;
- Review and approve documents, including contracts, travel authorization, and official acts of

SALARY COMMISSION  
COUNTY OF HAWAII

- the Council;
- Receive and process all referrals to the Council, including Communications, Bills and Resolutions;
- Coordinate all meetings, functions, and legislative activities of the Council;
- Serve as the chief spokesperson and representative of the Council;
- Ensure adequate staff support is available for Committee and Council meetings, and for ad hoc committees of the Council; and
- Establish the Council Calendar, which includes Council and Committee meeting dates, agenda deadlines, special meetings, and notation of conferences and events relevant to the Council's business.

2. How many employees does the department/agency employ?

Please reference the Personnel Position Summary of the attached addendum for details.

3. What is the department/agency organizational structure?

The Legislative Branch includes the Office of the County Clerk and the Hawai'i County Council. The Hawai'i County Council is comprised of nine members, each elected from one of Hawai'i County's nine council districts and serving two-year terms. Each member has one Legislative Assistant and one Council Aide on staff. The Council Chair maintains an additional five staff members to handle business, duties, and responsibilities specific to the Council Chair.

The Office of the County Clerk is comprised of the following departmental divisions:

- Administrative Services;
- Council Services;
- Elections Division;
- Legislative Research Branch; and
- Support Services.

For details, please see addendum.

4. What does the department/agency operating budget and funding encompass?

For Fiscal Year 2025-2026:

Clerk-Council Services Salaries & Wages	\$3,809,622
Clerk-Council Services Other Current Expenditures	621,130
Clerk-Council Services Equipment	40,500
HSAC/NACO	39,000
Reprographics	75,320
Postage- Council Services	220,000
Contingency Relief	900,000
Elections Salaries & Wages	487,672
Elections Other Current Expenditures	477,015
Elections Equipment	4,800
<b>Total</b>	<b><u>\$ 6,675,059</u></b>

5. What major challenges do the department/agency face?

- Adapting to emerging technology.
- Improving public accessibility to information and resources.
- Strategically and effectively countering misinformation.
- Maintenance of historical documents.

6. Are there any overtime requirements of the department/agency?

The Council Services Division utilizes overtime when County Council committee and regular council meetings extend beyond 4:30 p.m. and for travel purposes for meetings held outside of Hilo. It also utilizes overtime on occasion to ensure that meeting materials are completed per statutory requirements.

The Elections Division utilizes overtime during peak election season for a variety of pre-election day tasks and on the days of the Primary Election and General Election.

The Support Services Division utilizes overtime to complete time-sensitive job requests.

For fiscal year 2025-26, our office budgeted \$ 32,000 for overtime expenses.

7. What is your recommended salary adjustments and the rationale for these adjustments?

The Office of the County Clerk and the Hawai'i County Council decline to provide any recommendations for salary adjustments.

Thank you for the opportunity to provide information about our department's purpose, structure, and budgetary requirements. I am hopeful that the responses above in conjunction with the attached addendum are more than sufficient to meet the Salary Commission's request for information. Please feel free to contact me should the commission require any additional information or input.

Sincerely,



Jon Henricks

County Clerk  
County of Hawai'i

# COUNTY COUNCIL/CLERK

## DEPARTMENT SUMMARY

### Mission Statement

The Office of the County Clerk shall provide the highest quality resources, staff, and support to the Hawai'i County Council so that it can create effective and thoughtful policy for the betterment of our community. We will work diligently to connect the people of Hawai'i Island with their County government by providing information, documents, and access to legislative proceedings in a timely and comprehensive manner. Our Office commits to ensuring secure, convenient, and equitable access to our voters for all Federal, State, and County election contests and questions. We will support each and every County agency by providing reliable and efficient mail, parcel delivery, and printing services. We will work in partnership and unity with the vast array of people who serve as your County government.

### Department Goals

1. To ensure the Council complies with all legal notice requirements for its meetings.
2. To ensure the timely processing of all proposals received for consideration by the Council.
3. To assist the Council with the technical requirements of Council and Committee meetings, maintain live streaming services, and to facilitate videoconferencing services in order to provide effective participation in and viewing of the legislative process to all individuals.
4. To provide the actions and video recordings of the Council and Committee meetings to the public in a timely manner.
5. To process resolutions and bills adopted by the Council for distribution to the affected parties in the applicable timeframe.
6. To prepare minutes of all Council and Committee meetings.
7. To conduct research on historical documents in a timely manner, provide copies of public records, and assist the public with filing claims and registering as lobbyists.
8. To provide prompt and efficient reprographic services for all County departments and agencies.

### Funding Source and Position Count

<b>General Fund</b>	<b>\$6,496,977</b>	<b>General Fund</b>	<b>85</b>
<b>Other Revenue</b>	<b>-</b>	<b>Grant Revenue/Other</b>	<b>-</b>
<b>Total Budget:</b>	<b>\$6,496,977</b>	<b>Total Number of Positions</b>	<b>85</b>

# COUNTY COUNCIL/CLERK

## COUNCIL/CLERK

### Department Goals (continued)

9. Distribute incoming mail within two hours from receipt. This includes distribution and pick up of mail and interdepartmental envelopes to various County offices located in Hilo proper.
10. To provide prompt posting of all outgoing mail and to expedite delivery of interdepartmental and postal mailing services to all County departments and agencies.
11. Assist departments in complying with U.S. Postal Service regulations.
12. To conduct secure, open, and honest elections in the County of Hawai'i.
13. To make voter registration convenient and accessible for the public.
14. To make voting convenient and accessible for all voters.
15. To abide by all election related laws.
16. Work in collaboration with the administration to amend and finalize the annual Operating and Capital Budgets for the County of Hawai'i.
17. Provide nonpartisan review, drafting, and research assistance to the Council to ensure that legislation is clearly articulated, comprehensive, and appropriately formatted.
18. Maintain the Hawai'i County Code and Hawai'i County Charter by applying systematic practices to ensure accurate upkeep and maintenance in a timely manner.
19. Provide convenient and user-friendly public access to the laws of our County by maintaining accurate and up-to-date versions of the Hawai'i County Code and Hawai'i County Charter on the County website.
20. Foster the professional development of Legislative Assistants and facilitate the quality of work product from district staff by providing relevant training on legislative drafting, fiscal procedures and practices, and other related matters.
21. Enhance the ability of the County Council to actively participate in the actions of the State Legislature by providing timely updates to the Council of legislative actions, hearings, and opportunities to testify on matters that affect the County of Hawai'i.

### Program Description

#### County Council

The Hawai'i County Charter vests the legislative powers of the County with the County Council, which is comprised of nine members, each elected from one of the nine Council districts. The Council's primary functions are legislative and public policy formulation.

# COUNTY COUNCIL/CLERK

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## COUNCIL/CLERK

### **Program Description (continued)**

#### **Council Services Section**

The Council Services Section performs seven functions imposed by the Hawai'i State Constitution, Hawai'i Revised Statutes, Hawai'i County Charter, and Hawai'i County Code: (1) prepare and make public all documents received for the Council's consideration; (2) provide professional and effective reception service to all parties requesting assistance from the department; (3) provide administrative and technical support for the Council and Committee meetings; (4) provide the public with timely and adequate notice of meetings and actions pending before the Council; (5) prepare all measures adopted by the Council for transition to official documents and laws; (6) prepare official minutes; and (7) archive and provide public access to over 100 years of County records and documents.

#### **Support Services Division**

The Support Services Division is responsible for reproducing, scanning, and binding documents for all County departments and agencies; metering of outgoing postal mail; and sorting and distributing incoming postal mail/interdepartmental envelopes.

#### **Administrative Services**

Administrative Services performs personnel and accounting functions for the Council-Clerk's Office as well as support during the annual budget cycle.

#### **Legislative Research Branch**

The Legislative Research Branch (LRB) assists the Clerk and Council with matters involving the Operating and Capital Budgets; provides impartial research, consultation, drafting assistance, and review of bills and resolutions; maintains the Hawai'i County Code, Hawai'i County Charter, and the Council's Rules of Procedure and Organization; and conducts training classes for Council district staff and County staff.

### **Program Objectives**

#### **Council Services Section**

1. Fulfill legal notice requirements for all Council and Committee meetings, including preparation of meeting agendas and posting and publication of meeting notices.
2. Make available online each item received for consideration by the Council or its Committees within a reasonable length of time.

# COUNTY COUNCIL/CLERK

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## COUNCIL/CLERK

### **Program Objectives (continued)**

3. Facilitate technical services to allow more flexibility for officials and members of the public to participate in Council and Committee meetings.
4. Provide final votes of Council and Committee agenda items and make video archives of Council and Committee meetings available online within a reasonable time after the meetings.
5. Process and prepare adopted resolutions and ordinances for distribution to affected parties within the timeframe provided in the Council Rules of Procedure and Organization.
6. Prepare Council and Committee meeting transcripts within the timeframe required by law.
7. Conduct requests for current and historic records in compliance with OIP, UIPA, and FOIA timeframe and requirements.

### **Support Services Division**

1. Process all documents submitted by departments for reproduction within two business days, unless the job requested is extremely large.
2. Process all pieces of outgoing postal mail collected from departments or received by departments no later than 2:30 p.m. on the same business day.
3. Sort and distribute all collected interdepartmental envelopes in a timely manner.

### **Legislative Research Branch**

1. Complete review and preparation of all amendments and subsequent drafts of the Operating and Capital Budgets within established deadlines.
2. Complete review of bills, resolutions, and amendments initiated by a Council Member for proper form within a reasonable length of time, taking into account the complexity of the proposed legislation.
3. Revise and supplement the County Code pursuant to Section 2-153. Update the Council-Clerk's website to include revisions and prepare semi-annual supplements to the County Code for distribution within eight weeks of receipt of final adopted ordinances.
4. Update the Council-Clerk's website to include revisions to the Hawai'i County Charter pursuant to amendments that pass in the General Election as well as new or amended Council Rules of Procedure and Organization.
5. Assist with drafting ballot questions during an election year for any proposed amendments to the Hawai'i County Charter to be placed on the General Election ballot and update the Charter to incorporate any amendments passed by the voters.

# COUNTY COUNCIL/CLERK

## COUNCIL/CLERK

### **Program Objectives (continued)**

6. Monitor the State Legislative Session, compile an extensive list of bills that are of significant interest to the County, and provide daily reports to the Council on all activity for those bills throughout the Legislative Session.
7. Conduct training classes for Council district staff on legislative drafting and budget procedures and amendments.
8. Prepare and distribute at least one informational brochure or other educational material relating to the legislative process.

### **Program Highlights**

Below are program highlights for the Office of the County Clerk and the Hawai'i County Council for FY 2023-24:

1. Council Services provided technical and administrative support during 24 Council meetings, two Special Council meetings, four Council public hearings, 115 Committee meetings, and a three-day Special Session of the Finance Committee.
2. Council Services controlled technological equipment to provide live streaming of meetings, archived recordings of meetings online, and live participation via Zoom and videoconference by the public and government officials for all meetings.
3. The 94 bills adopted by the Council were prepared for certification and transitioned into ordinances, then official copies were made public, distributed to affected departments, and placed in the historic archives.
4. The 391 resolutions adopted by the Council were prepared for certification, then official copies were made public, distributed to affected entities, and placed in the historic archives.
5. The 271 Committee reports adopted by the Council were finalized and prepared for signature, then official copies were made public and placed in the historic archives.
6. Approximately 2,270 documents received by the Council as well as hundreds of documents held by the Office of the County Clerk, such as administrative rules, lobbyist registration forms, financial disclosure forms, and claims were processed, scanned, and made available to the public.
7. Council Services is researching an internal process to make internal operations more efficient, provide Council Members with electronic access to agenda packets during meetings, and improve public access to the legislative activities of the County Council. The automated agenda document and approval system contract we were diligently working on was canceled due to continual challenges, issues, and limitations of the system not being able to do what was presented to us.

# COUNTY COUNCIL/CLERK

## COUNCIL/CLERK

### Program Highlights (continued)

8. LRB reviewed and provided drafting assistance for 258 resolutions, 55 bills, 266 proposed amendments to legislation before the Council, and 20 miscellaneous reviews. Staff also completed one research assignment.
9. LRB assisted with the creation and/or review of 40 budget amendments and the preparation of Drafts 3 and 4 of both the Operating Budget and Capital Budget for fiscal year 2024-2025.
10. LRB provided drafting assistance on six proposed bills to amend the County Charter, of which three were approved for placement on the 2024 General Election ballot.
11. LRB monitored the 33rd State Legislative Session by compiling an extensive list of 276 bills of significant interest to the County and provided daily reports to the Council on legislative activity for those bills, which included the following: (1) sent 49 email notices on hearings and status updates for Senate bills and 48 emails for House bills; (2) sent eight emails to provide summary spreadsheets on the status of all bills being tracked as well as helpful information from the State’s Public Access Room; and (3) provided a final closing report at the end of the Legislative Session.
12. LRB conducted three training sessions on legislative drafting and four training sessions on budget process and amendments.
13. LRB updated the online version of the County Code 11 times to include 36 ordinances that passed during the fiscal year. Published, distributed, and placed online Supplements 14 and 15 of the County Code.

### Program Measures

	FY 2023-24 Actual	FY 2024-25 Budget	FY 2025-26 Estimate
Council Meetings	24	26	24
Council Special Meetings	2	3	2
Committee Meetings	115	110	112
Committee Site Visits	0	1	0
Committee Special Meetings	1	1	1
Council Public Hearings	4	3	3
Committee Public Hearings	0	1	1
Number of Committee Reports	271	247	265
Number of Ordinances Enacted	94	116	95
Number of Resolutions Adopted	391	373	375
Number of Copies Duplicated	2,137,259	3,000,000	3,000,000
Number of Pieces Mailed	279,685	350,000	300,000

# COUNTY COUNCIL/CLERK

## COUNCIL/CLERK

### Program Expenditures

	FY 2023-24 Actual	FY 2024-25 Budget	FY 2025-26 Request
Number of Positions	56	56	56
Salaries and Wages	2,977,964.40	3,664,830	3,742,440
Operations	593,176.76	851,050	844,550
Equipment	22,590.08	37,500	40,500
Contingency Relief Fund	0	1,372,500	900,000
Program Total	3,593,731.24	5,925,880	5,527,490

### Personnel Position Summary

Position Title	FY 2023-24 Authorized	FY 2024-25 Authorized	FY 2025-26 Request
Council Chairperson	1	1	1
Council Member	8	8	8
County Clerk	1	1	1
Deputy County Clerk	1	1	1
Accountant I	1	1	1
Council Administrative Services Supervisor	1	1	1
Council Aide	10	10	10
Council Legislative Assistant	9	9	9
Council Services Assistant I	2	2	2
Council Services Assistant II	3	3	3
Council Services Assistant III	1	1	1
Council Services Coordinator	1	1	1
Deputy Executive Assistant to the Council Chair	1	1	1
Executive Assistant to the Council Chair	1	1	1
Human Resources Technician II	1	1	1
Legal Specialist	1	1	0
Legislative Analyst III	1	1	1
Legislative Information & Reference Technician	1	1	1
Legislative Specialist	4	4	4
Private Secretary	1	1	1
Special Assistant	1	1	2
Support Services Clerk I	3	3	3
Support Services Clerk II	1	1	1
Support Services Supervisor	1	1	1
Total	56	56	56

# COUNTY COUNCIL/CLERK

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## ELECTIONS DIVISION

### **Program Description**

The Elections Division is responsible for all election activities in the County, including administering Elections By Mail for Federal, State, and County elections; voter registration; voter education; establishing new voter service centers and places of deposit; recruiting and training election officials; redefining district boundaries during redistricting; proposing election legislation; verifying signatories on mail ballot envelopes, petitions, and nomination papers; and maintaining the voter register.

### **Program Objectives**

1. Maintain the voter registration files.
2. Maintain the signature file to improve the signature verification process.
3. Provide voter education to all public and private high schools around the County.
4. Provide testimony on election related bills during the legislative session.

### **Program Highlights**

Below are program highlights for the Elections Division for FY 2023-2024:

1. Recruited individuals to operate voter service centers and conduct operations at the Counting Center.
2. Processed 5,832 voter registration affidavits.
3. Cross-trained staff on various election duties.
4. Conducted sessions to refresh knowledge of existing and new election laws.
5. Conducted 14 Young Voter Registration presentations at various high schools throughout the County and registered 324 students.
6. Conducted four voter registration/absentee presentations at senior centers and registered 14 kūpuna.
7. Established one new drop box located at the Kea'au Police Station to be utilized for the 2024 Primary and General Elections.
8. Expanded on the signature curing process by allowing voters to electronically submit signature cures through email beginning with the 2024 elections.
9. Mailed letters to 216 voters with an insufficient residence address.
10. Updated records to reflect 263 canceled and 1,162 deceased registered voters.

# COUNTY COUNCIL/CLERK

## ELECTIONS DIVISION

### Program Measures

	FY 2023-24 Actual	FY 2024-25 Budget	FY 2025-26 Estimate
Registered Voters	5,832	10,000	3,000
Voter Registration Satellite Stations	11	11	11
Certificates of Registration Issued	36	150	100
Cancellations of Registration	263	1,000	300
Deceased Voters Deleted	1,162	1,700	1,700
Number of High School Students Registered	264	300	300


### Program Expenditures

	FY 2023-24 Actual	FY 2024-25 Budget	FY 2025-26 Request
Number of Positions	29	29	29
Salaries and Wages	447,083.31	708,740	487,672
Operations	299,561.23	866,676	477,015
Equipment	5,478.57	7,800	4,800
Program Total	752,123.11	1,583,216	969,487

### Personnel Position Summary

Position Title	FY 2023-24 Authorized	FY 2024-25 Authorized	FY 2025-26 Request
Elections Assistant	1	1	1
Election Clerk II	2	2	2
Election Clerk III	3	3	3
Election Official I (hourly)	-	2	2
Election Official II (hourly)	-	2	2
Election Official III (hourly)	-	2	2
Election Warehouse Worker I (Temporary)	4	4	4
Election Warehouse Worker II	1	1	1
Elections Program Administrator	1	1	1
Elections Program Specialist I	1	1	1
Precinct Official I	1	-	-
Precinct Official II	3	-	-
Precinct Official III	1	-	-
Temporary Election Clerk	10	10	10
Temporary Precinct Official III	1	-	-
Total	29	29	29

Submitted by:

  
County Clerk


JUN 1 2 2025

Date

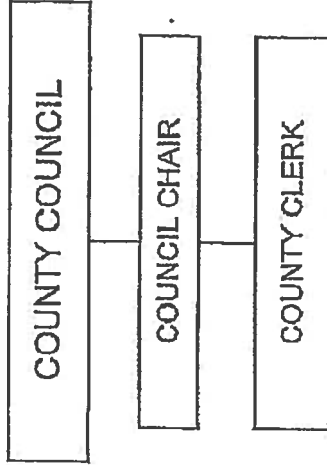
County of Hawai'i  
LEGISLATIVE BRANCH  
ORGANIZATION CHART 2025

6/12/2025

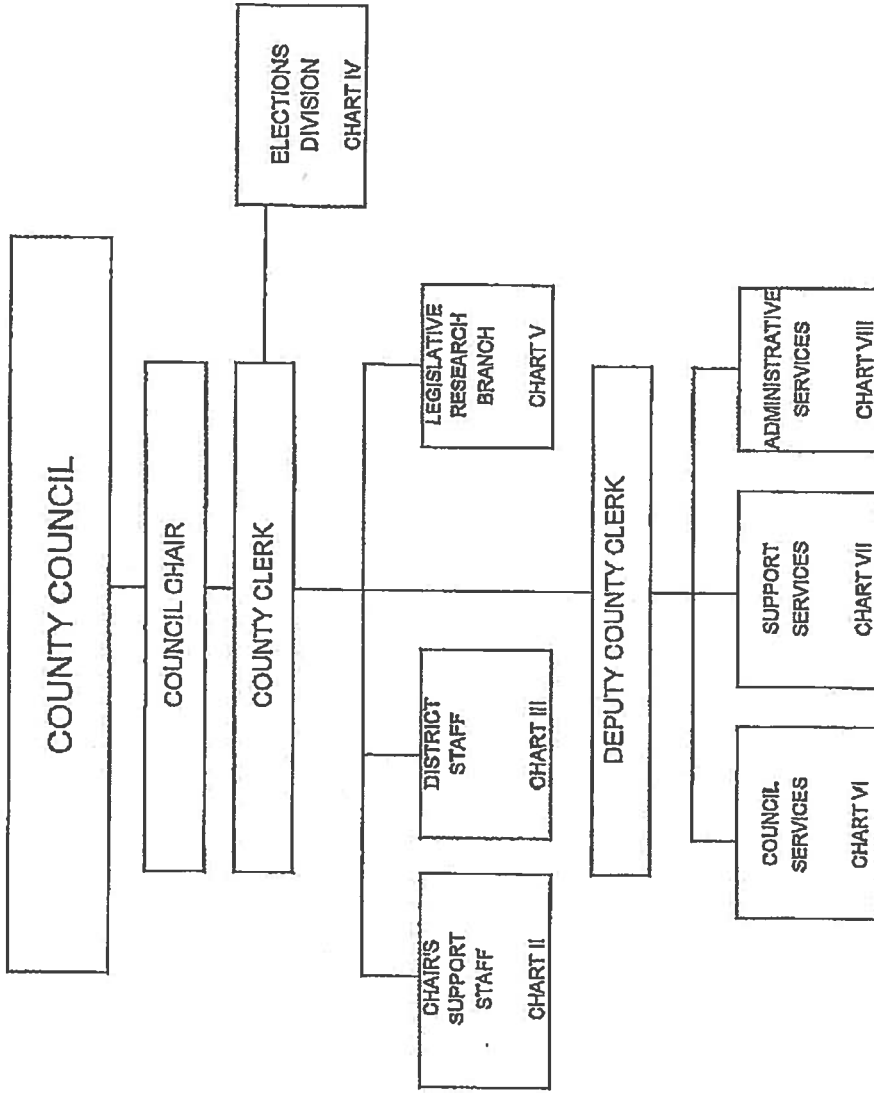
Approved by:

  
Council Chair

Date JUN 1 2 2025

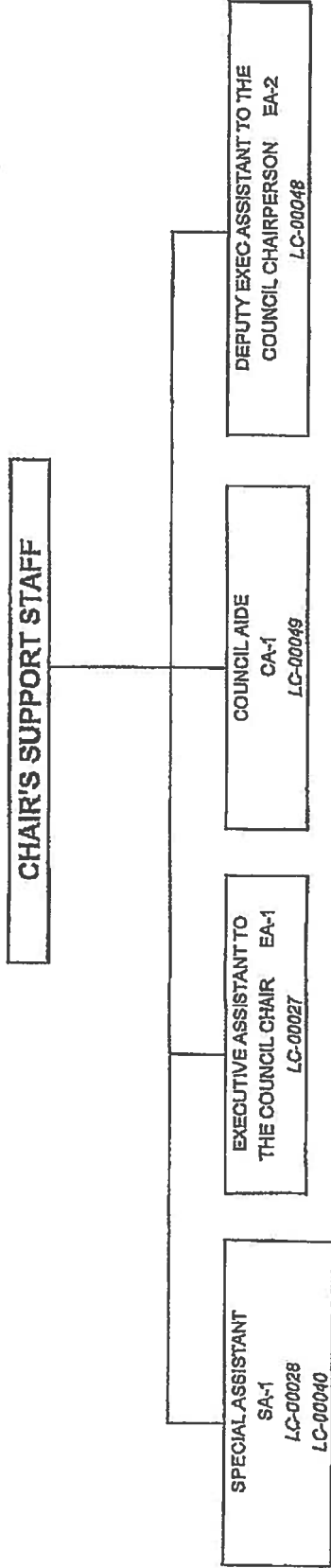


County of Hawai'i  
LEGISLATIVE BRANCH  
ORGANIZATION CHART 2025



6/12/2026  
CHART II

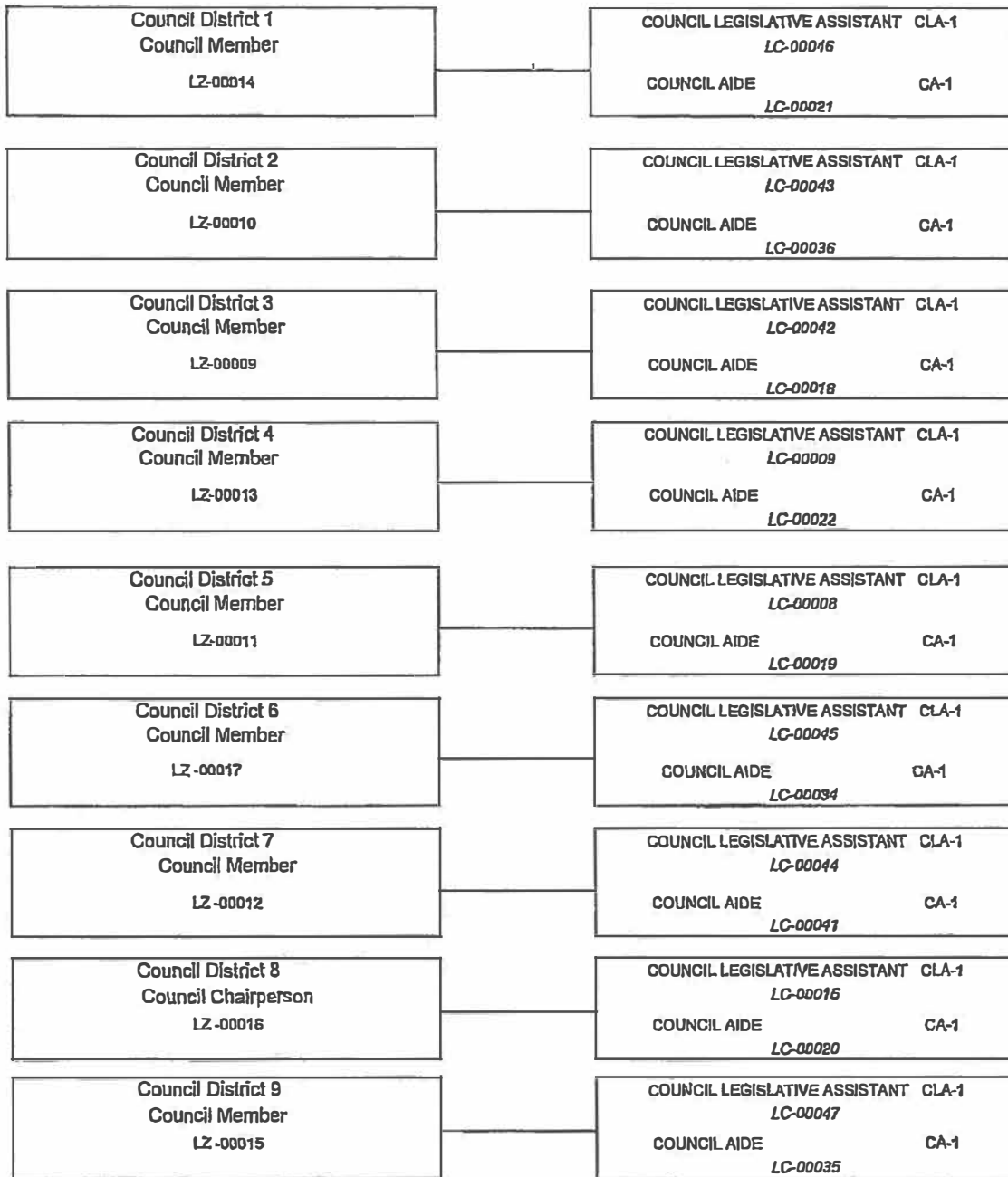
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OFFICE OF THE COUNTY CLERK/COUNTY COUNCIL  
ORGANIZATION CHART 2025



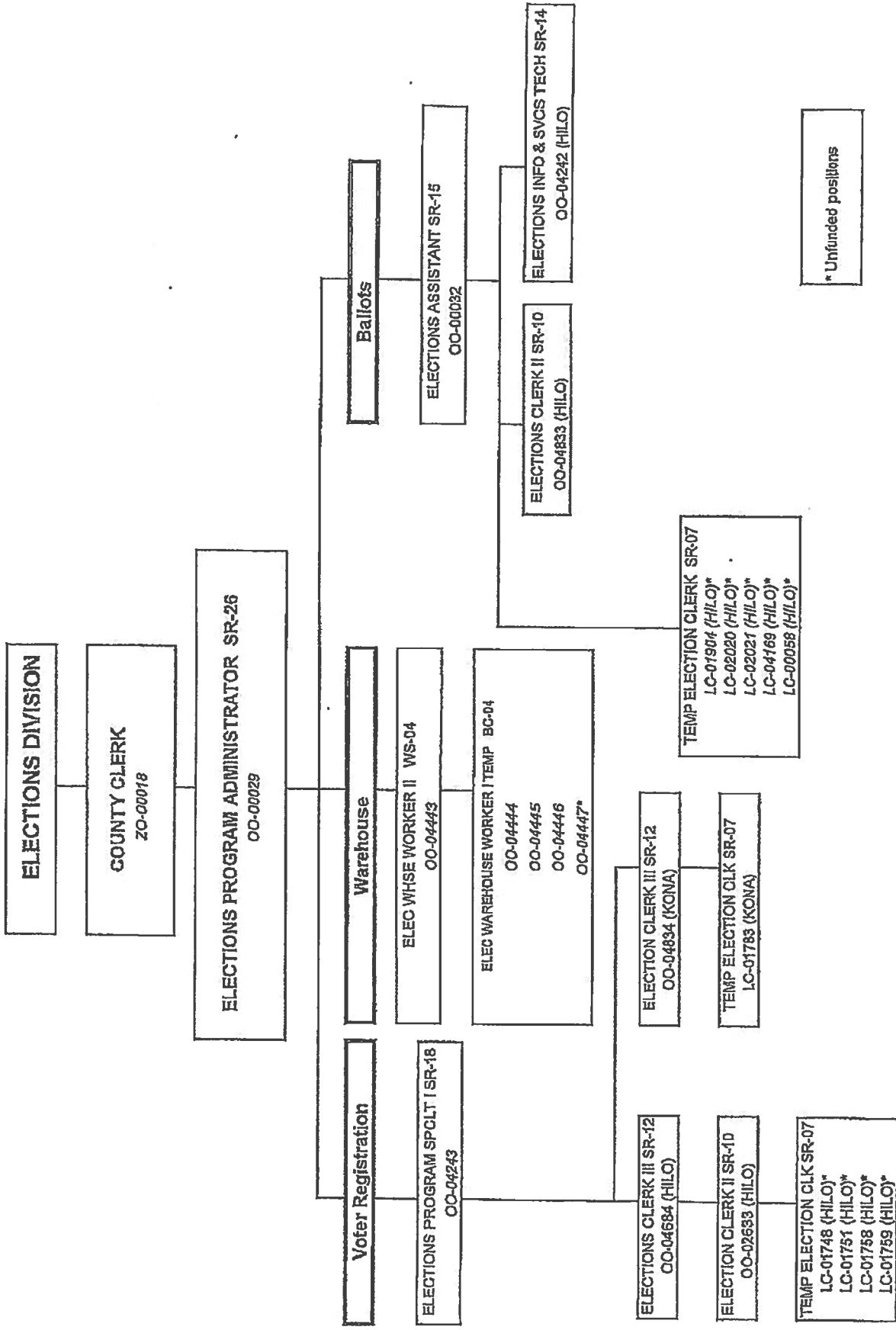
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 OFFICE OF THE COUNTY CLERK/COUNTY COUNCIL  
 ORGANIZATION CHART 2025

6/12/2025  
 CHART III

DISTRICT STAFF



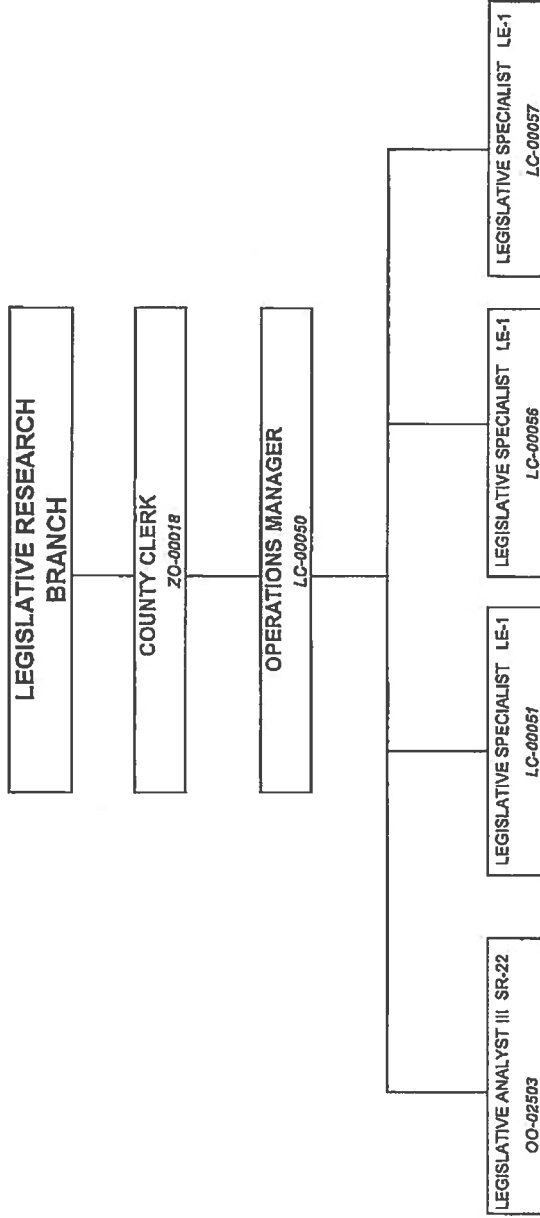
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OFFICE OF THE COUNTY CLERK/COUNTY COUNCIL  
ORGANIZATIONAL CHART 2025



\* Unfunded positions

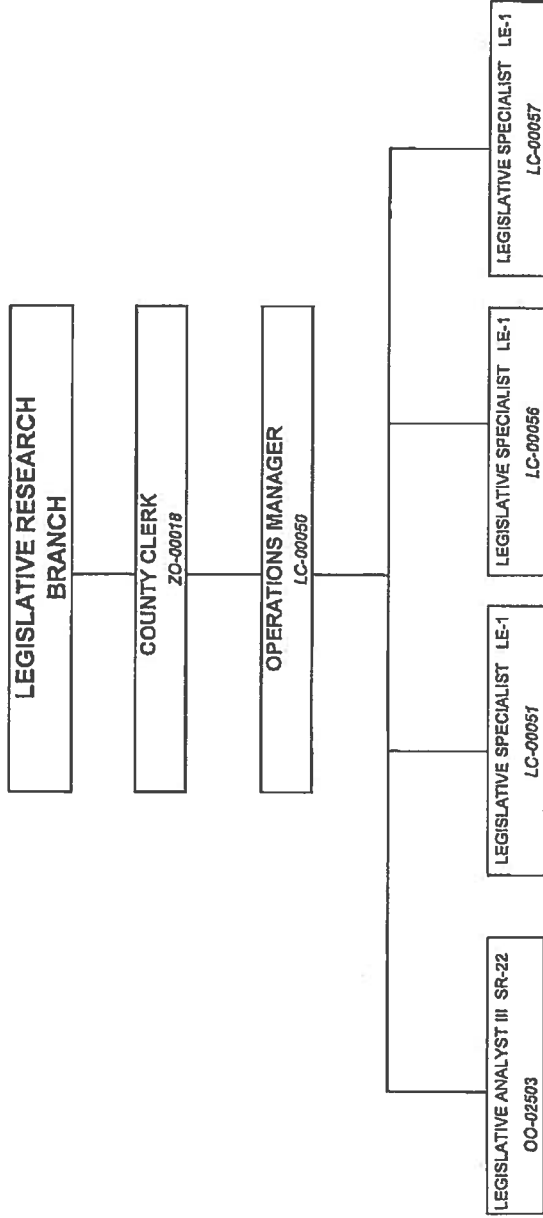
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CHART V

COUNTY OF HAWAII  
OFFICE OF THE COUNTY CLERK/COUNTY COUNCIL  
ORGANIZATION CHART 2025



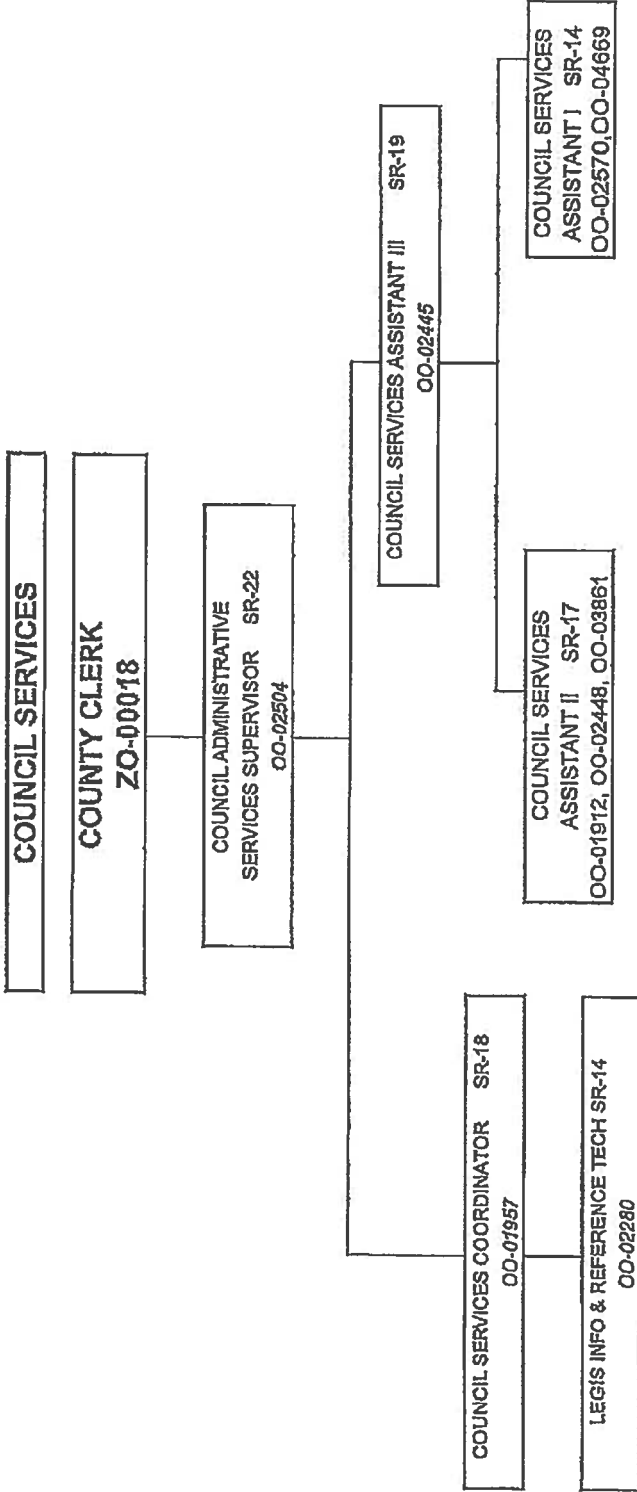
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CHART V

COUNTY OF HAWAII  
OFFICE OF THE COUNTY CLERK/COUNTY COUNCIL  
ORGANIZATION CHART 2026



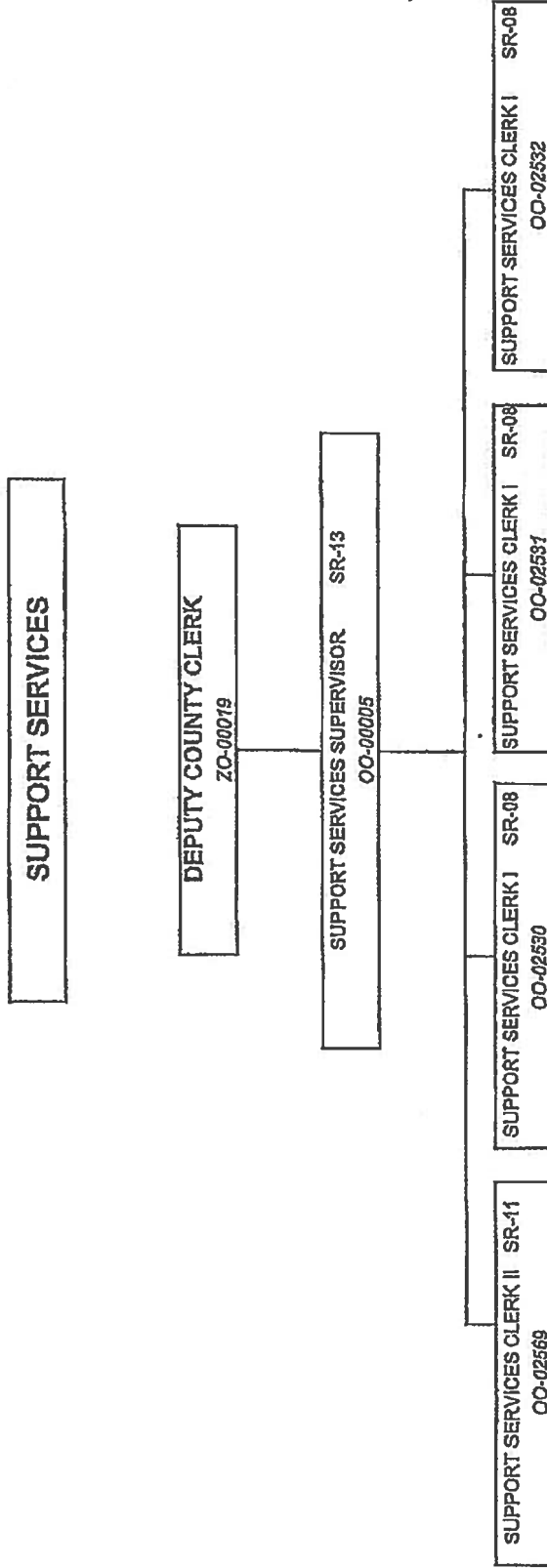
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CHART VI

COUNTY OF HAWAII  
OFFICE OF THE COUNTY CLERK/COUNTY COUNCIL  
ORGANIZATION CHART 2025



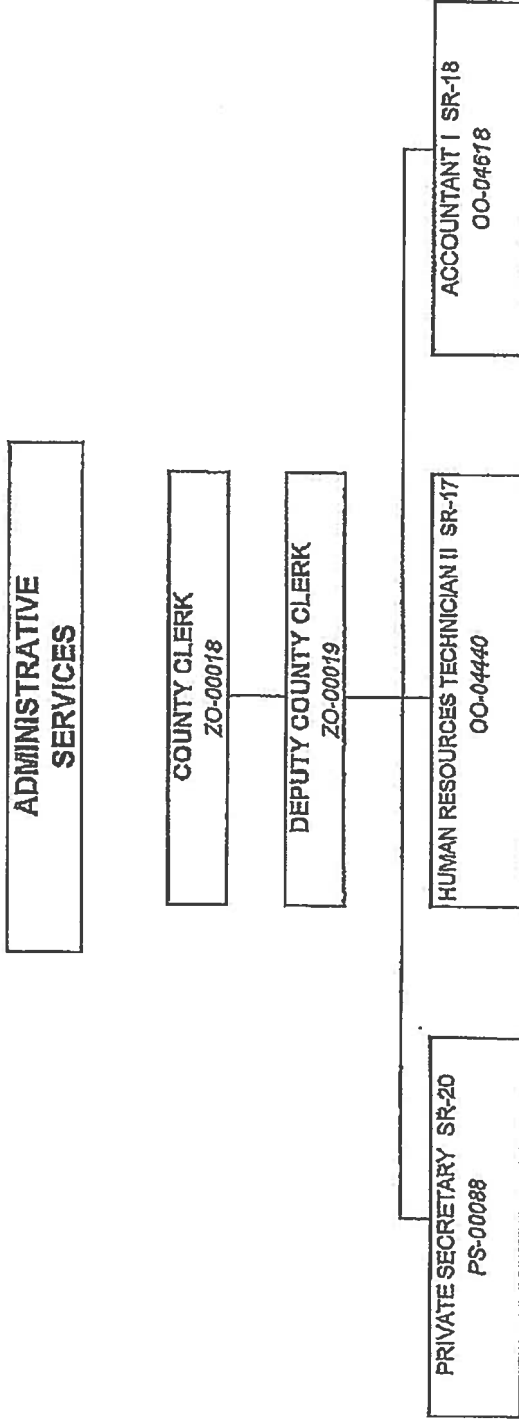
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CHART VII

COUNTY OF HAWAII  
OFFICE OF THE COUNTY CLERK/COUNTY COUNCIL  
ORGANIZATION CHART 2025



COUNTY OF HAWAII  
OFFICE OF THE COUNTY CLERK/COUNTY COUNCIL  
ORGANIZATION CHART 2025

6/12/2025  
CHART VIII



COUNTY OF HAWAII  
OFFICE OF THE COUNTY CLERK/COUNTY COUNCIL

FUNCTIONAL STATEMENTS

Office of the County Clerk

To serve the interests of the Council and people of Hawai'i Island by ensuring the following are performed to the highest possible standard: (1) assisting the County Council, in a professional and non-partisan manner, to carry out its policy-making duties; (2) carrying out voter registration and election-related responsibilities in a professional and non-partisan manner; (3) accurately recording and carefully preserving and maintaining the legislative records of the County Council; (4) furnishing information to the public and County departments in a timely and professional manner; and (5) meeting the reprographic needs of the County in a fair and efficient manner.

Council

The Hawai'i County Charter vests the legislative powers of the County with the County Council. The Council's primary functions are legislative and public policy formulation.

Council Chair's Support Staff

The Council Chair's support staff assists the Council Chair in the performance of his/her legislative and administrative duties.

County Council District Staff

The Council District staff assist Council Members in the performance of their legislative responsibilities by conducting research, writing reports, drafting legislation, monitoring, and analyzing legislation at the County and State level, attending meetings pertinent to their district and constituency for, information gathering and other purposes, and following through on constituent inquiries and requests. Council District staff also act as the main administrative support for their Council Member by coordinating meetings with members of the public, County and or State agencies, and others; responding to requests for attendance at public engagements; ensuring district spending claims and reports are accurately and timely filed; and coordinating the general daily affairs of their respective Council Members.

Elections

The Elections Division prepares for and conducts all Federal, State and County Elections. The Elections Division works to increase voter participation and is responsible for voter registration, absentee voting, voter service centers, places of deposit, the mailing and receipt of ballots, voter education, recruiting election day officials, redefining district boundaries during redistricting, proposing elections legislation, and verifying signatories on petitions and nomination papers.

### Legislative Research Branch

The Legislative Research Branch promotes the effective operation of the legislative process by performing complex ongoing tasks that are the responsibility of the Council and the County Clerk's Office. The Legislative Research Branch assists the Council in its annual budget and real property tax reviews and prepares amendments to the salary and budget ordinances. The Legislative Research Branch also updates and publishes the County Code and its supplements; drafts legislation to repair manifest defects in the County Code; drafts and/or reviews legislation, ballot questions and summaries for County Charter amendments; prepares, publishes, and disseminates revised editions of the County Charter; reviews bills and resolutions proposed by Council Members; tracks State Legislative bills of significant interest to the County and provide notice of hearings and actions to Council Members and district staff; assists in the management of legislative files and archives; maintains a library of research material for staff and Council Member use; prepares and submits the annual report for the County Council and Office of the County Clerk; conducts training in the budget process and legislative drafting; assists the public and administration with legislative information; and performs other duties as assigned by the County Clerk or the Deputy County Clerk.

### Council Services Section

This section performs basic functions imposed by the Hawai'i State Constitution, Hawai'i Revised Statutes, County Charter and the County Code by providing administrative and logistical support to the County Council and its Committees. In conjunction with the County Clerk, Deputy County Clerk, Council District Offices, the Legislative Research Branch, and the Support Services Division, it coordinates the processing of hundreds of bills, resolutions, and communications each year, and provides the public with fair and adequate notice of pending and final actions of the County Council. The range of specific duties is complex and diverse and includes compliance with highly technical legal requirements such as certification of adopted legislation, fair information practices, the "Sunshine Law," and ADA compliance.

### Support Services

The Support Services Division is responsible for reproducing, binding, and mailing documents from all county departments and agencies. The Support Services Division is also responsible for collecting and distributing all inter-departmental envelopes and sorting and distributing all incoming departmental mail.

### Administrative Services

Administrative Services performs personnel and accounting functions for the Council and County Clerk's Offices.

### Private Secretary to the County Clerk

The Private Secretary to the County Clerk assists the County Clerk and the Deputy County Clerk in the performance of their management and administrative responsibilities.