

COUNTY OFFICE FUNCTIONS

Administrative Services

The Administrative Services Department coordinates and implements actions approved by the County Board. This includes, but is not limited to: maintenance of all County Board files and lists of appointments; preparation of calendar and agenda for scheduled County Board meetings; recording and transcribing minutes at County Board committee meetings; scheduling hearings for public aid recipients; administration of health, liability, unemployment and worker's compensation insurance; preparation of the County's annual budget; and under the direction of the County Administrator serves as the Personnel Office for Champaign County. In addition to these responsibilities, the Administrative Services Department consists of five divisions: Information Technology, Micrographics, Physical Plant, Purchasing and Salary Administration. The Data Processing and Micrographics Divisions assess current and future needs of County "user" departments and develop a systematic approach to records management, retention and information processing through technology of electronic and micrographic processing. The Purchasing Division provides a stores inventory and assists in purchasing requirements for all County offices, when and where needed, at the least cost available and issues all purchase orders for the County. The Salary Administration Division administers the Champaign County Salary Administration Program. Physical Plant's primary responsibility is to maintain, repair and remodel all County buildings, caretaker of all landscaping/ grounds, compiles specifications and prepares payment for all utility bills. Administrative Services is also responsible for daily processing of presort outgoing mail.

Animal Control

The Animal Control Office works closely with the State Department of Agriculture in enforcing the State mandated Animal Control Act. The Office of Animal Control requires that all owners of dogs over four (4) months of age obtain a rabies vaccination and obtain a County rabies tag through registration. The Office investigates all animal bites, issues quarantines, impounds stray dogs, cats that have bitten and investigates all claims made for livestock killed by dogs.

Auditor

By law, the Auditor is the County's accountant, responsible for designing and maintaining an accounting system in keeping with Generally Accepted Accounting Principles. The Auditor audits all claims against the County and pays all valid claims via accounts payable and payroll. The Auditor recommends to the County Board the payment, or rejection, of all claims. The Auditor maintains a continuous internal audit of the revenues, expenditures and financial records of all County offices, a file of all contracts, and in inventory of all property. The Auditor audits for compliance with state and federal laws and with County policies, performs economy and efficiency audits and is the agent for the Illinois Municipal Retirement Fund and Social Security. The Auditor is elected by the voters and functions as an independent watchdog for taxpayers.

Board of Review

Reviews property tax assessments in the County. Three (3) members are appointed by the County Board after passing a State administered exam. Board of Review meets each June to select a Chair and Secretary and to formulate and publish rules and regulations for that year's session. Board of Review accepts and holds hearings on assessment complaints from July 1 to September 10. After September 10, members research values on each complaint filed, thereafter issuing a written decision. Other duties include: intra county equalization, representing County in all State Property Tax Appeal Board proceedings, adding omitted property to tax rolls, acting on exemption requests and performing sales ratio studies. Upon completion of their work, Board of Review delivers one set of assessment books to the County Clerk, who then certifies the abstract to the Department of Revenue.

Circuit Clerk

Keeper of the files and records of the Circuit Court. Works at the direction of Circuit Court, Appellate Court and Supreme Court of Illinois. Is mandated to follow and enforce the laws of the State of Illinois. Processes all documents in criminal law, chancery, support, probate, adoption, juvenile, drainage, local improvement, mental, small claims, traffic, ordinance violations, prepares appeals to the higher court, issues passports, summons jurors, tax deeds and handles approximately ten million dollars in costs, fines, restitution, investments and support each year. Issues summonses, writs, attachments, subpoenas and all other tasks as mandated by the courts.

Coroner

The Coroner reviews all deaths occurring in Champaign County. The Coroner investigates and determines the cause and manner of death for every person in Champaign County whose death is suspected of being: a sudden or violent death; a death where the circumstances are suspicious, obscure, mysterious or otherwise unexplained; a death where addiction to alcohol or any drug may have been a contributory cause; and deaths unattended by a licensed physician. The Coroner conducts autopsies and toxicology testing when needed. The Coroner may conduct inquests into deaths falling under his/her jurisdiction. The Coroner's Office issues investigative reports, cremation permits, and coroner death certificates. The Coroner is responsible for the recovery and identification of human remains.

County Clerk

Serves as ex-officio Clerk of the County Board. Records County Board meeting minutes, resolutions and ordinances, publicizes County Board meetings, issues County licenses (marriage and motel), maintains records and issues certificates of vital statistics (births, deaths, marriages), registers voters, conducts elections, files campaign disclosure and statements of economic interest, registers notaries public, registers assumed business names, extends property taxes, clerks the annual tax sale, accepts redemptions of delinquent taxes, and computes bills for mobile home taxes.

Court Services/Probation Department

Adult Services:

Officers conduct presentence investigations on criminal defendants and prepare presentence reports for the courts. For those defendants sentenced to/placed on probation, officers develop a plan of supervision that, if accepted by the probationer, will enable the probationer to remain in the community, crime free, and avoid incarceration on a local or state level. Services provided to probationers are delivered on a timely, credible basis, utilizing a brokerage method of available community resources to ensure the conditions of probation and the needs of the probationer are met.

Drug Court Services for Adult Offenders:

Approximately 40-50 adult offenders are ordered to participate in the Drug Court Program. Each week participants appear in court to determine the extent of his/her progress in meeting the orders of the court. In addition to the judge assessing the progress of the offender, other Drug Court team members offer input. The other members of the Drug Court team include representatives from Prairie Center for Substance Abuse, a TASC (Treatment Accountability for Safer Communities) representative, an assistant state's attorney, the Drug Court Coordinator and the probation officer assigned to monitor the offender. Prior to the weekly hearing, team members meet to discuss the progress of each offender. If the offender has cooperated with treatment and met all the other conditions of the court, he/she will be directed by the judge to return the following week for another review. If the offender is not in compliance with the previously entered orders of the court, the offender could be sanctioned by the court. The judge may (after getting information from other team members) sanction the person to complete some additional community service. If, however, the technical violation is of a more serious nature, the judge may incarcerate the offender for a short period of time. If the violation of the orders warrants such, the State may elect to pursue a revocation.

Court Services/Probation, Cont'd.

In addition to weekly counseling sessions to address alcohol/substance abuse issues, and weekly appearances in court, the offender must submit to random drug testing. An offender must participate and successfully meet the requirements of Drug Court before he/she is allowed to graduate. Generally, the offender must participate in the Drug Court Program for a minimum of one year before he/she is eligible to graduate.

High Risk Supervision:

High Risk Supervision Officers conduct presentence investigations and prepare presentence reports for the courts. In the event a defendant is referred for High Risk Probation Services (felony or misdemeanor), the officer provides rehabilitative counseling and enforces the conditions of probation set forth in the order of probation from the Court. Officers conduct home visits to ensure that the clients are present for home confinement curfews, and will make needed referrals to community agencies for assistance with substance abuse problems, mental health care, employment and whatever other assistance is deemed needed.

Juvenile Division:

When a juvenile petition alleging delinquency is filed with the court, the probation officer compiles a detailed social study concerning the minor in order to make a suitable recommendation to the court at the dispositional hearing. Should the minor be sentenced to probation or granted court supervision, the probation officer is involved in supervising and referring the minor to appropriate community resources as needed.

The Probation Office conducts home and background investigations in some adoptive matters, as per court directives. The Department also operates a Public Service Work Program, refers any person placed under court order to various not-for-profit agencies for completion of public service work.

Juvenile Detention Center:

JDC serves as a secure, locked facility for minors apprehended by law enforcement. JDC provides a secure setting for minors adjudicated of, or alleged to have committed crimes, as defined by the penal statutes. Juvenile probation officers at the Detention Center prepare reports for the Court; supervise minors within the detention facility and carry out such directives as the court may require.

Administrative Services:

To provide specific administrative support services which includes typing of court reports, maintenance of personnel records, purchasing, finances and other administrative accountabilities required by the Court, County Board and Administrative Office of the Illinois Courts.

Developmental Disabilities Board

Primary Functions:

The Champaign County Board for Care and Treatment of Persons with a Developmental Disability is established under Illinois Revised Statutes (Ch. 91 ½, Section 200-213, inclusive) and has the authority to fund developmental disabilities programs, services and facilities. The Board has the power and authority to establish, maintain and equip facilities within the county, for the care and treatment of persons with a developmental disability together with such auxiliary facilities connected therewith as the Board finds necessary.

Related Duties:

Review, fund, monitor and evaluate community facilities and services for care and treatment of persons with a developmental disability. The Board will work collaboratively with the Champaign County Mental Health Board to assure coordination between areas of overlapping responsibilities and operational efficiencies as specified in a Memorandum of Understanding between the two boards. An annual budget will be submitted to the County Board showing the estimated receipts and the intended disbursement for the ensuing year, within amounts appropriated by the County Board.

Emergency Management Agency

Has the State Mandate to plan for respond to and recover from any natural or manmade disasters, affecting residents of Champaign County. Works to coordinate local, state, and federal response to disasters.

Highway Department

Prepares plans, specifications, and estimates for County bridges and culverts and supervises construction of same. Supervises the construction and maintenance of all Champaign County highways. Keeps records of contracts, purchases of materials, machinery, etc. Administers the County Motor Fuel Fund, County Bridge Fund, State & Local Bridge Fund, and Township Motor Fuel Tax Fund.

Mental Health Board

Primary Function:

The Champaign County Mental Health Board is established under Illinois Revised Statutes (Ch. 91-1/2, Sections 301-314, inclusive) and is the community mental health authority for our county. The Board has the power and authority to construct, repair, operate, maintain, and regulate community mental health facilities to provide mental health, developmental disabilities and substance abuse services as defined by the Board for residents of Champaign County. The Board may contract with any private or public entity which provides such facilities and services.

Related Duties:

Review, fund, monitor and evaluate community mental health, substance abuse and developmental disabilities facilities and services, prepare a One and Three-Year Plan for a program of community mental health services and facilities, submit to the County Board an annual budget showing the estimated receipts and the intended disbursement for the ensuing year, within amounts appropriated by the County Board, execute programs and maintain community services and facilities. The Board will work collaboratively with the Champaign County Developmental Disabilities Board to assure coordination between areas of overlapping responsibilities and operational efficiencies as specified in a Memorandum of Understanding between the two boards.

Nursing Home

Owned by Champaign County and operating as an enterprise fund, the 243 bed Nursing Home provides long-term care services to residents of Champaign County and surrounding areas. The facility is licensed by the Illinois Department of Public Health to offer skilled and intermediate care services and is Medicare and Medicaid certified. A special unit for residents with Alzheimer's and Related Disorders is also available. Adult Day Care Services are offered Monday through Friday to persons still living in the community. The Nursing Home is self-supporting in its operation and has over 200 employees on staff.

Planning & Zoning

Receives and reviews applications for zoning use permit. Issues zoning use permits and maintains permanent files. Inspects construction and land use to ensure compliance with zoning ordinance and investigates alleged violations. Issues zoning compliance certificates. Provides information, forms and assistance relative to specific problems, requests and changes. Provides assistance and information at zoning meetings. Administers the Champaign County Flood Hazards Development Regulations, comments on new subdivisions and performs other duties as assigned by the Environment & Land Use Committee and the County Board.

Public Defender

The Public Defender represents people in the trial court, primarily in criminal cases, where a person cannot afford an attorney. The Court can appoint the Public Defender in all criminal cases, both felonies and misdemeanors as well as in traffic cases where jail is a possible sentence. The Court can also appoint the Public Defender to represent juveniles charged with crimes, parents and children in abuse and neglect cases as well as people facing mental health commitment, criminal contempt, post-conviction petitions and other matters. Attorneys appear in court on behalf of clients, including at arraignments, pretrial hearings, pleas, trials, and sentencing hearings. Attorneys also work in their office which includes reviewing police reports, doing legal research, conducting investigations, attending line-ups, interviewing witnesses, negotiating plea agreements, drafting legal documents, and other legal matters.

Recorder

The Recorder is responsible for recording and maintaining permanent, public record of all real estate transactions in Champaign County. Records in this office date from 1833 (the beginning of the County) to the present. These records include deeds, mortgages, plats, surveys, federal and state tax liens, mechanics liens, judgments, financing statements, service discharges and a variety of miscellaneous documents. Real Estate Transfer Tax Stamps for the state and county are sold and affixed to deeds in the Recorder's Office. Further, it is the responsibility of the Recorder to serve the public and uphold the law by following the applicable statutes of the State of Illinois.

Regional Office of Education

The Regional Superintendent of Schools acts as Secretary for the Regional Board of School Trustees. The Regional Office distributes State and Federal funds to local districts, visits and inspects school facilities for approval, registers teaching certificates and provides information on Teacher Certification Requirements, enforces State Board of Education requirements, provides information on legal matters regarding schools, administers the High School General Educational Developments Programs, assists in truancy cases, provides professional in-service programs for administrators, board members, bus drivers, cooks, secretaries and teachers, assists districts with a list of current eligible substitute teachers, assist parents in understanding school programs, assists in teacher placement, serves as advisor to the Special Education Governing Board and Executive Board, issues school bus driver permits, assists school districts in complying with program changes required by law, assists with school district reorganization, serves with the State Board of Education on the evaluation of local school districts, and continually works toward providing information on educational matters to the entire educational community and to interested citizens.

Regional Planning Commission

The Regional Planning Commission is an intergovernmental board created by the County Board to supply information and technical assistance to help local government officials make sound decisions in areas of land use, housing, transportation, solid waste, community and economic development, and selected social services for lower income households. The 11 member Commission is staffed by a multi-disciplinary team of approximately 150, organized into 4 operating divisions: Community Planning and Development, Social Services, Head Start, and Police Training. The Commission is primarily funded via local, state, and Federal grants and performance based contracts. Illustrative specific activities include the following: multi-county regional police training, commercial lending to small businesses, housing rehabilitation, community infrastructure grants and project management, community visioning and comprehensive planning, transportation planning and traffic engineering, geographic information systems, Head Start pre-school programs, and community action social service programs such as Individual Development Accounts, family self-sufficiency, senior services, developmental disabled pre-admission screening, and rural public transportation. The Commission also manages several distinct entities, several requiring individual financial business recordkeeping, corporate tax filings, etc.. Those entities include the Champaign County Geographic Information System Consortium, the Metropolitan Intergovernmental Council, Champaign County Employee's Credit Union, the six county East Central Illinois Economic Development District, the multi-bank Champaign

Regional Planning Commission, Cont'd.

County Community Development Corporation, the Friends of Senior Services and Friends of Head Start Foundations and the Carroll Addition Community Center. The Commission is also the regional clearinghouse for reviewing proposals for federal grant funding, and is the central data repository for the area managing tax maps, other maps, census and other data and producing a periodic County Abstract data report.

Sheriff

Chief Law Enforcement Officer in the County with County-wide jurisdiction. Provides law enforcement services for the unincorporated areas of the County and villages. Provides law enforcement assistance to other police agencies and participates in combined law enforcement agency services such as drug investigations and police communications. Provides service to the Courts by serving all court documents and provides courtroom security. Takes custody of all persons arrested in the County and detains them for trial or for sentences to be served. Transports prisoners to the penitentiary upon sentencing by the Courts. Transports mental subjects to and from court and mental health facilities. Serves all warrants of arrest issued by the Courts. Controls the Courthouse and adjacent parking lot and two jails.

State's Attorney

Commences and prosecutes all criminal and traffic cases in the Circuit Court. Initiates all dependency, neglect, abuse and delinquency juvenile petitions and proceedings. Commences and prosecutes all actions and proceedings brought by any County officer and to defend actions and proceedings brought against the County or against County officers. Gives opinions to any County officer upon request. Provides interpretation of the law relating to concerns of the County.

Supervisor of Assessments

Oversees real property assessment process throughout the County, ensuring implementation within framework of law as enacted by the Illinois General Assembly and Court decisions. Maintains tax maps, property record cards, soil record cards (farmland) and exemption certificates. Keeps current list of property owners. Publishes assessments in newspapers and send notices of assessment changes to taxpayers. Instructs, consults and assists 20 assessment jurisdictions through annual meetings, classes and statistical studies or jurisdictions. Works under Department of Revenue directives and provides them with information. Serves as Clerk of the County Board of Review to ensure Board of Review actions, decisions, notices, publications and complaints are processed timely and have met statutory requirements.

Treasurer

Receipts all revenue into the County, invests all County funds, and covers all disbursements authorized by the Auditor and County Board. Has responsibility for the collection of, and filing monthly report of inheritance funds with the State Treasurer's Office. As County Collector, collects property and mobile home taxes for all Taxing Districts in the County, preparing 70,000 bills. Collects and distributes funds from taxes to all Taxing Districts, bills and collects drainage assessment taxes. Supervises sale on delinquent real estate.