

# GREENE COUNTY CLERK'S OFFICE

Payroll & Benefits

Voter Registration

Elections

Tax Administration

Liquor & Auctioneer  
License

Sunshine Requests

Archives

Other

**\$1,010,885**  
PERSONNEL

**\$114,458**  
Operations

**\$1,125,343**  
**Total Expenditures**



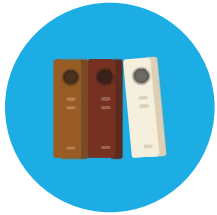
Shane Schoeller, County Clerk

**\$405,635**  
**Special Elections (249)**

**\$250,821**  
**Election Services (251)**

**\$1,781,796**  
**Total Office Budget**

# ARCHIVES



## What is the Archives?

The archives stores permanently valuable records, i.e. wills and deeds. We have records from every county office and the City of Springfield. Our largest collections are from the Circuit Court (approx. 11,000 cu. ft) and Probate (approx. 1,000 cu. ft.)



## What is an archivist?

An archivist is a professional who assesses, collects, organizes, preserves, and provides access to records.

## What is the purpose?

The purpose of an archives is to protect records from damage/deterioration; restore damaged records, and makes them available to the public.



## Who do we serve?

The Greene County Archives and Records Center serves office holders, professors, historians, authors, genealogists and anyone who wants to learn more about Greene County.



# PAYROLL & BENEFITS

The County Clerk is responsible for processing payroll and administering certain benefits for county employees.

1,162

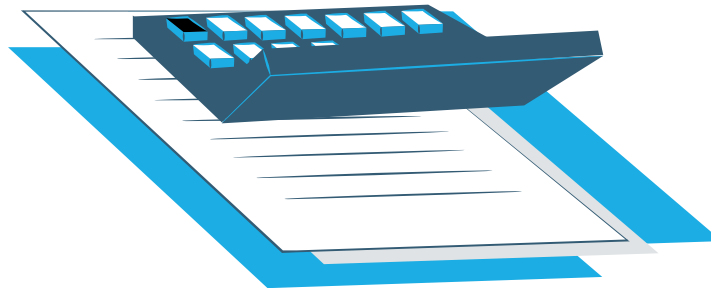
Greene County Employees for  
Payroll 05/02/2025

\$2,661,030

Cost of Payroll for biweekly pay period (05/02/25)

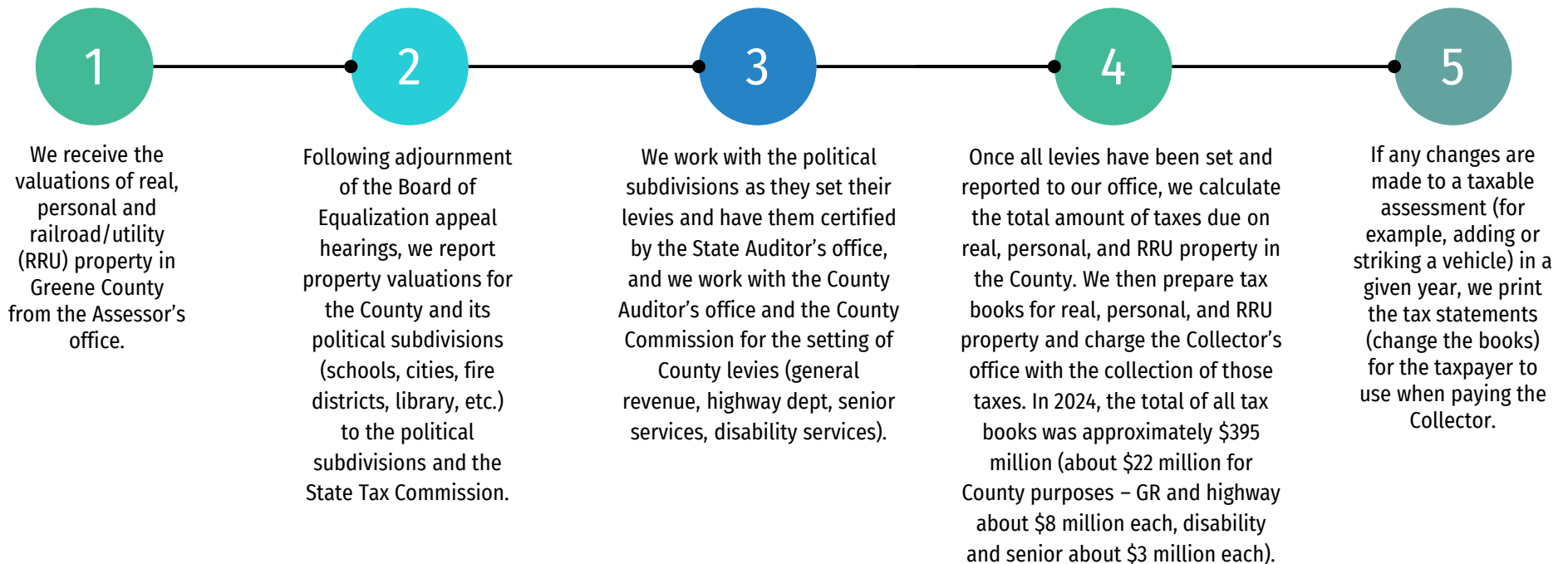
\$240,728

Lagers benefits Greene  
County paid for the  
period of 05/02/25



# TAX ADMINISTRATION

The County Clerk is the liaison between the Assessor and the Collector. It is the Clerk's responsibility to keep track of the tax rates levied by all of the county's political subdivisions. The clerk also serves as a the secretary for the Board of Equalization.



**We also certify distributions to the Treasurer's office for funds which were seized in criminal or civil proceedings.**

# SUNSHINE REQUESTS

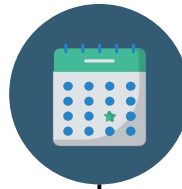
The County Clerk is charged with receiving sunshine requests on behalf of the county and with fulfilling requests for Commission records pursuant to the Missouri Sunshine Law.

*Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri*



The Sunshine Law provides exceptions for when records are closed or redacted, but otherwise we treat all records as public records (including emails).

Closed vs. Open Records



Upon receiving a request for records, we have three business days either to provide responsive records or an estimate of costs and timeline for fulfillment.

Timeline Requirements



We are permitted to charge research, clerical time, and copying fees for fulfilling requests, but most requests can be fulfilled without fees.

In 2024, we received approximately \$700 in Sunshine-related fees.

Fees

# OTHER ADMINISTRATIVE DUTIES



## Liquor License

Approximately 1,200 licenses issued in 2024

About 50 different types (*Examples:* Domestic Winery, Retail by Drink, Sunday by Drink, Sunday Beer and Wine Only, Beer and Wine Picnic, State Fair Beer & Wine by Drink...)

Revenue to county in 2024: **\$244,400.00**



## Auctioneer License

5 - 6 per year  
\$3.00 processing fee



## Notary Services

County Revenue: Roughly \$4,800

About 800 per year

Applicants must first apply with the Missouri Secretary of State Commissions Division, and obtain a surety bond when so instructed. The bond then must be remitted to and verified by the County Clerk in order for the applicant to receive his/her oath and commission.



## Salary Commission

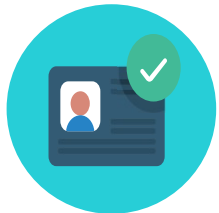
In every county, the salary commission shall meet at least once before November thirtieth of each odd-numbered year and may meet in any even-numbered year. The county clerk coordinates with fellow elected officeholders a number of the responsibilities of the commission.

# VOTER REGISTRATION: BASICS



## Where to Register

Any Greene County library, Greene County Clerk's office, DMV, Family Services, Online at [sos.mo.gov](https://sos.mo.gov), and a variety of other locations listed on our website: [vote.greenecountymo.gov](https://vote.greenecountymo.gov)



## Identification for Registering

- Current Missouri driver's license or non-driver's license
- Current utility bill, bank statement, paycheck, government check or document
- Current ID issued by a Missouri institution of higher education (university, college, vocational or technical)
- Current Military ID, Passport, out-of-state driver's license
- Social Security card, birth certificate
- Native American tribal document or other proof of citizenship

## Qualifications for Registering

17 ½ to Register and 18 to Vote  
U.S. Citizen  
Missouri Resident



## Keeping it Updated

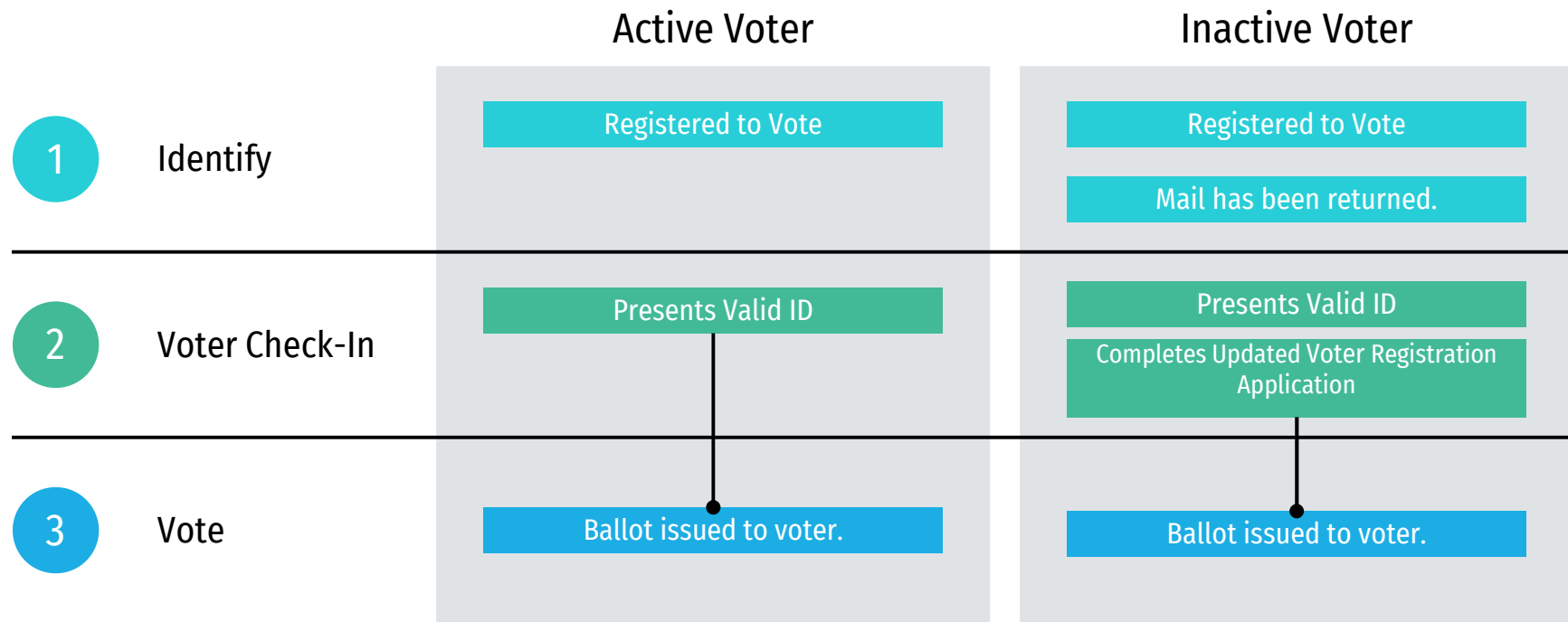
Remember to update your address if you move or change your name.

All updates require a signature from the voter.  
The voter can do this at any registration location  
OR on election day at their new polling location, or  
use the back of their voter ID card to update and  
mail to our office.



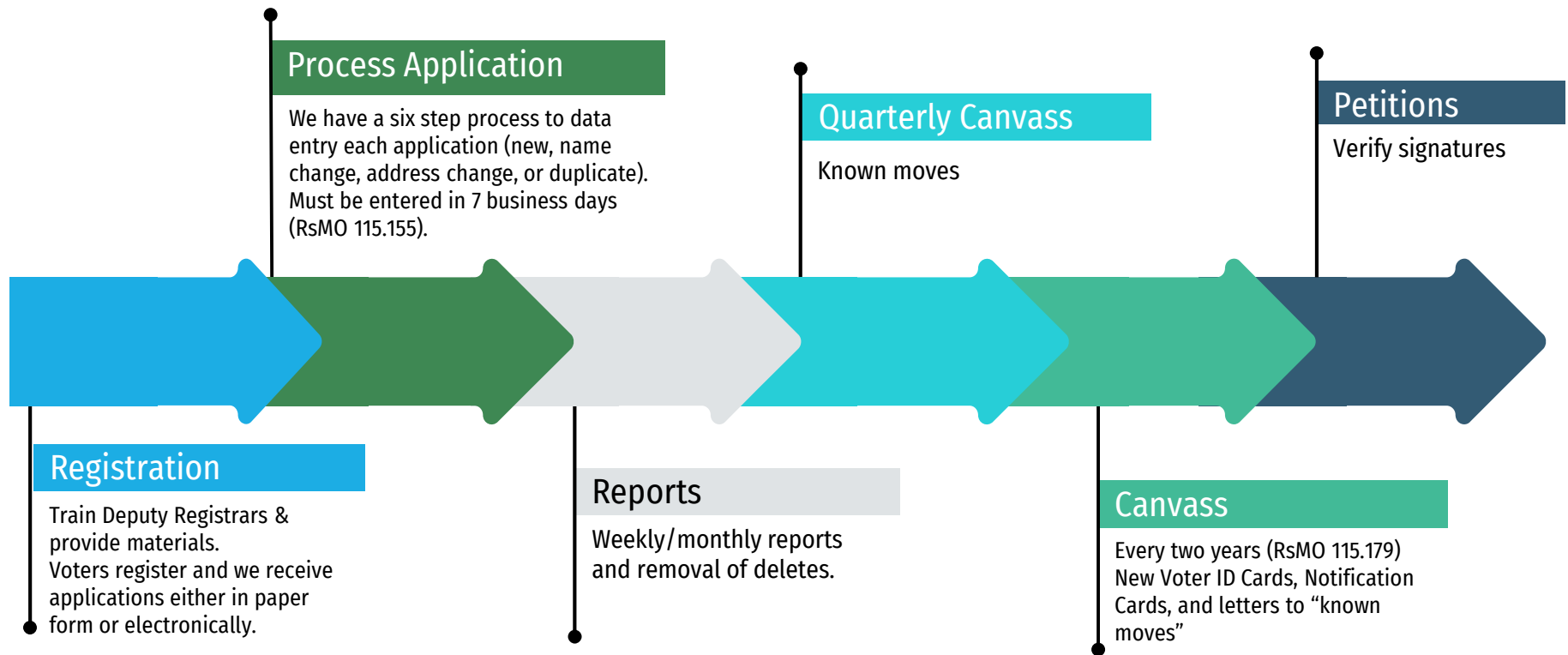
# VOTER REGISTRATION: ACTIVE V. INACTIVE VOTERS

TOTAL REGISTERED GREENE COUNTY VOTERS: 203,283  
ACTIVE VOTERS: 193,164      INACTIVE VOTERS: 10,119



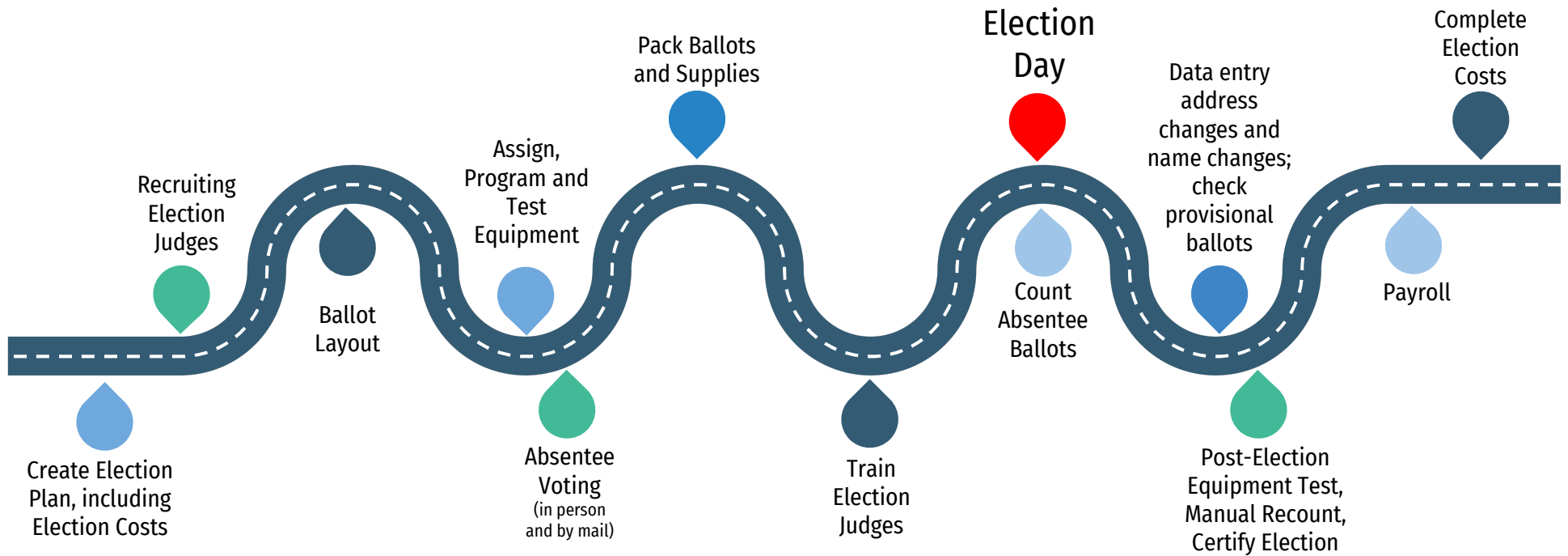


# VOTER REGISTRATION: PROCESS

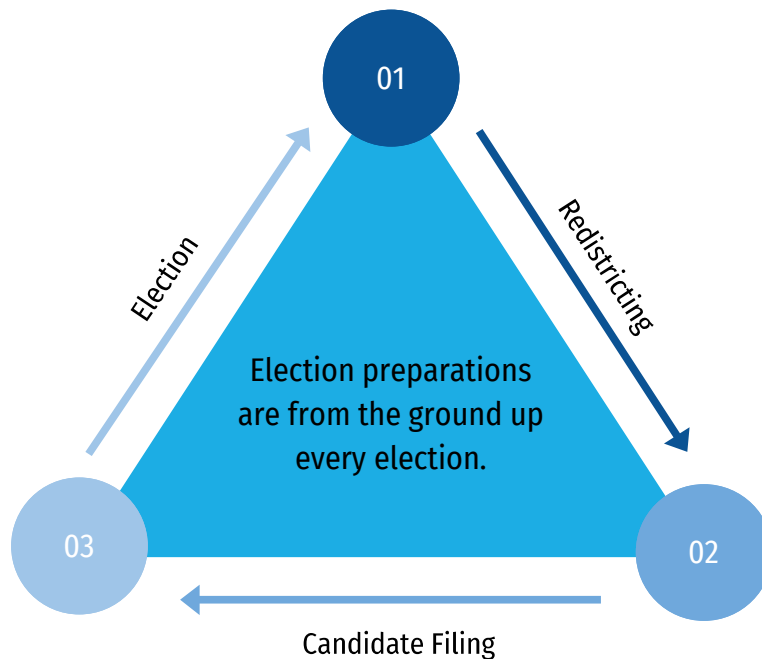


# ELECTIONS: ROADMAP

Each election takes a total of **12 weeks** from final certification to verification board. An additional **8 weeks** are used to complete election costs.



# ELECTIONS: REDISTRICTING



## FAST FACTS:

- 363 Block Address Ranges were adjusted in 2024.
- 179 candidates filed with the Greene County Clerk's Office for election in 2024.
- The election costs total for the 2024 election was \$1,519,149.43.

# ELECTIONS: MISINFORMATION AND ELECTION INTEGRITY

## Paper-based voting

Paper ballots are used for each election and are retained for 22 months after the election.

## Chain of Custody

The County secures voting equipment and ballots with safeguarding procedures and chain of custody documentation.

## Manual Recount

After each election, 5% of the polling locations are randomly drawn to be recounted by hand.

## Logic and Accuracy Public Testing

Before and after each election, each piece of equipment is tested for accuracy by a bi-partisan team.

## Community-Based Selection

During the selection process, Greene County citizens were invited to participate in the overall process.

## Offline Equipment

All election equipment is not connected to the internet.



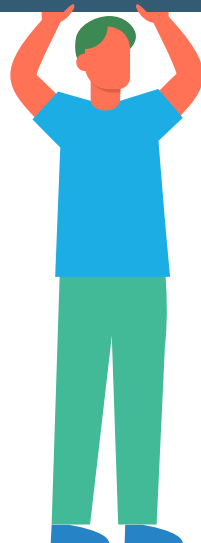
# ELECTIONS: BE INVOLVED!



Become an  
Election Judge!

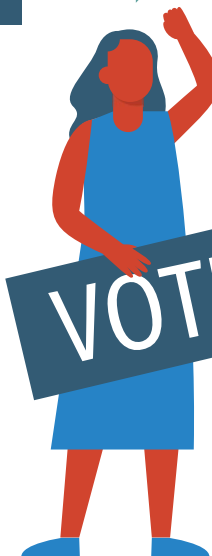
Greene County had 83  
polling locations and  
employed over 600 election  
judges for the November  
2024 election!

VOTE



Visit us at  
[vote.greenecountymo.gov](https://vote.greenecountymo.gov)

VOTE



Contact us!

417-868-4055  
Greene County Clerk's Office  
940 N Boonville Ave RM 113  
Springfield MO 65802