

# Clerk Transition Assistance Project

## COUNTY AUDIT DEPARTMENT

REPORT #434  
06/11/2025



**VICTOR D. CRIST**

CLERK OF CIRCUIT COURT & COMPTROLLER  
HILLSBOROUGH COUNTY, FL

**EXCELLENCE IN SERVICE!**





# VICTOR D. CRIST

CLERK OF CIRCUIT COURT & COMPTROLLER  
HILLSBOROUGH COUNTY, FL

June 11, 2025

Dear Clerk Crist:

The Audit Team completed an audit of the Clerk Transition Tasks which were performed by management during the first quarter of this calendar year. For this review, the Audit Team reviewed the overall transition plans and activities and performed limited validation on key transition items.

Overall, the Audit Team determined that key transition activities were sufficiently planned and executed. Specifically, validations confirmed that:

- Management utilized a systematic and thorough process to identify, consider, and execute transition tasks across all departments.
- Controls over custody of criminal evidence items were adequate and all criminal evidence tested was accounted for. Some opportunities exist to improve data consistency.
- Cash, investments, and financial paper were verified as properly conveyed and reconciled.
- Official records were properly cutoff and transferred in sequential order.
- Opportunities exist to ensure Clerk assets are tracked and accounted for.

The Audit Team also identified some opportunities to improve upon overall efficiency, effectiveness, and accountability within these processes throughout the review. These items are included in this report for your consideration.

Sincerely,

*Heidi Pinner*

Heidi Pinner, CIA CISA CFE CRMA  
Chief Audit Executive, Clerk of Court & Comptroller

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## EXECUTIVE SUMMARY

### BACKGROUND

The Florida Constitution establishes the office the Clerk of the Circuit Court as an elected County Officer. The Clerk is the public trustee for the County. The Clerk provides the checks and balances in County government by acting as Clerk of Court, County Recorder, Clerk to the Board, County Comptroller, and County Auditor. The Clerk's office operates primarily in the downtown area of Tampa, with court and official records operations also operating from the Brandon and Plant City satellite offices.

### OBJECTIVE, SCOPE AND METHODOLOGY

The Clerk's senior leadership team utilized the Florida Association of Court Clerk's, *Clerk of Courts Financial Checklist for Transition of Office* (the Checklist) as a baseline to plan and coordinate transition-related tasks. Similarly, the Audit Team based its audit methodology on those tasks identified throughout the Checklist.

The objective of the audit was to determine whether or not transition tasks had been sufficiently planned and executed. This included review and confirmation of the Checklist items and limited testing for key transition tasks, including whether or not:

1. Controls over the criminal evidence inventory were adequate and criminal evidence items could be verified.
2. Cash, investments, and financial paper were properly conveyed and reconciled.
3. The cutoff and transfer of custody for official records occurred sequentially.
4. Clerk physical assets could be reasonably accounted for and verified.

For the validation of criminal evidence, the Audit Team developed an evidence inventory plan that was shared with management responsible for evidence. Many validations occurred as of January 6, 2025; however, our review of processes and transactions was not necessarily limited to that period.

### OVERALL CONCLUSION

Overall, the Audit Team determined that transition activities had been sufficiently planned and executed and that:

- Controls over custody of criminal evidence items were adequate and all criminal evidence tested was accounted for. Some opportunities exist to enhance data and process consistency.

- 
- Cash, investments, and financial paper were verified as properly conveyed and reconciled.
  - Official records were properly cutoff and transferred in sequential order.
  - Opportunities exist to ensure Clerk assets are tracked and accounted for.
  - Management utilized a systematic and thorough process to identify, consider, and execute transition tasks across all departments.

Any potential improvement opportunities identified during the audit were communicated to management and are included in the detailed audit comments.

The full transition checklist is included as an Appendix on page 10.

#### **AUDITED BY**

Heidi Pinner, CIA, CISA, CFE, CRMA, Chief Audit Executive  
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**CRIMINAL EVIDENCE INVENTORY**

**KEY POINTS**

**418,994**

**TOTAL EVIDENCE  
ITEMS**

**125,656**

**CRIMINAL EVIDENCE  
ITEMS**

**100%**

**ITEMS LOCATED  
(from the sample)**

Criminal evidence is primarily maintained in two inventory locations: one location for sensitive items such as weapons/drugs/ammunition/cash and a second location for other general inventory items like evidence posters, furniture, clothes, documents, & photos. Both locations are restricted access areas maintained by Evidence Department staff. To ensure the preservation of the chain of custody and the integrity of the evidence inventory at all times, all validations were performed within the secured evidence areas with a member of the evidence staff present and in view of security cameras. All items validated were retrieved, reviewed, re-sealed, and re-filed utilizing dual party control. The Audit Team’s review was limited to completeness of the evidence inventory on record. Other physical controls and process efficiencies were not evaluated.

The Audit Team extracted data for the civil and criminal evidence inventory records within the court case maintenance system, *Odyssey*, as of the close of business January 6, 2025. This data was analyzed and a total population of 125,656 unique criminal evidence items were identified. From this population, a random, statistically significant sample of 1,817 items was selected to determine, with a 99% confidence level and a 3% margin of error, whether or not all items:

- A. Could be located in their expected location.
- B. Matched the item description recorded in the inventory record/case file.
- C. Were appropriately sealed and marked.

**RESULTS:**

All 1,817 items were successfully located. The Audit Team also observed that the evidence was physically secured and access was restricted.

**OTHER OBSERVATIONS**

During the data analysis and inventory validation, the Audit Team did observe some opportunities for improvement. These items were determined to be errors or anomalies in the data or evidence labeling but did not compromise the completeness of the evidence inventory.

- 10 evidence exhibit items had an Exhibit Status of Active, but were indicated as having been deleted from the system.
- 14 evidence exhibits were showing as deleted, but had shelf location data in the system.
- 55 evidence exhibit items had an Exhibit Status of Inactive, but had shelf location data in the system.
- 13 exhibits had an evidence tag with something inaccurate, such as an incorrect exhibit number or case number.
- 12 exhibits had an Evidence Description and/or Exhibit Comment field that was inaccurate, such as a typo or incorrect information.

The specific details of these exhibit items and case numbers were provided to management during the course of the audit.

**RECOMMENDATION**

Management should review the discrepancies noted above and make any corrections needed.

**BANK ACCOUNT TRANSITION & CONTROLS**

**KEY POINTS**

**ALL ACCOUNTS WERE TRANSITIONED SUCCESSFULLY**

**RECONCILIATION CONTROLS APPEAR EFFECTIVE AND WERE PERFORMED TIMELY**

A verification was performed to confirm that all of the Board of County Commissioners (BOCC) and Clerk of Court & Comptroller (COCC) bank accounts were properly transitioned to the new clerk as of January 6, 2025. All accounts were successfully transferred to Victor Crist, Clerk of Court & Comptroller, from the preceding Clerk, Cindy Stuart.

Hillsborough County Clerk of Court & Comptroller Schedule of Cash and Investments In the Possession or Under the Control Of the Clerk of the Court & Comptroller As of January 6, 2025	
<b><u>Clerk of Court Accounts</u></b>	
Jury/Witness Account	\$240,245.92
Child Support Account	374,113.99
Payroll Account	0.00
Transportation Surtax Account	0.00
Support ACH DOR Sweep Account	47,305.21
Tax Deposit Account (aka Sweep)	545,020.36
Consolidated Account (Wells Fargo)	26,555,626.57
Florida Prime State Board of Administration Account	<u>37,819,962.44</u>
<b>Total Funds</b>	<b>\$65,582,274.49</b>

<b><u>Ex officio Clerk of the Board of County Commissioners</u></b>	
Disbursement Account	\$0.00
ACH Settlement Account	10,166,617.82
Utilities (Deposit) Account	0.00
Payroll Account	0.00
Deposit Account	0.00
SBA Florida Prime Pooled Investment Account	1,473,786,776.41
Cigna Account	5,494,926.59
Concentration Account	<u>33,985,346.76</u>
<b>Total Funds</b>	<b>\$1,523,433,667.58</b>

A verification was performed by the Audit Team to confirm that all bank reconciliations were performed on Clerk-owned bank accounts as part of the new Clerk’s transition into office. All Clerk-owned bank accounts ending 12/31/2024 and additional activity up through 1/6/2025 were successfully reconciled without exception. These bank accounts included the following:



- CLERK: Jury/witness, child support, payroll, transportation surtax, support ACH DOR Sweep, tax deposit, Consolidated, & SBA Agency.
- BOCC: Disbursement Account, ACH Settlement, Internet, Utilities, Payroll, Deposit, Florida Prime SBA (pooled investment BOCC), CIGNA BOCC, & Concentration BOCC.

## OFFICIAL RECORDS TRANSITION

On Monday, January 6, 2025, the last day of Cindy Stuart's term in office, the final instrument number recorded was 2025005920. The Audit Team reviewed this document to ensure that the timestamp was appropriate. While an initial error was identified by the Audit Team, it was promptly corrected by the Official Records department ensuring that Instrument #2025005920 was adjusted to properly reflect Cindy Stuart. The first document recorded on January 7, 2025 was instrument number 2025005921, which appropriately reflected Clerk Crist's name and was in sequential in order from the prior day.

## CLERK IT AND FIXED ASSETS INVENTORY

### IT Asset Testing



Clerk IT tracks all technology assets valued at \$500 and above, which includes both fixed assets and non-fixed assets. As of January 6, 2025, there were 1,615 items that make up the Clerk's IT asset inventory. The total monetary value of these assets could not be precisely determined as some of the data has a zero value in the cost field; however, based on the available data, the total dollar amount listed is \$7,738,550.06. An inventory of the Clerk's IT assets is performed annually utilizing RFID tags and sensors by the Clerk's IT department. This means that each of the 1,615 IT assets were previously confirmed at some point in time. The Audit Team sampled 10% of the IT asset inventory as part of the transition verification project with a total sample size of 162 assets randomly selected. The value, based on available cost data, of the 162 IT assets selected was \$520,326.37. The Audit Team confirmed 88% of the tested sample and observed the following twenty (20) exceptions.

Six (6) assets could not be located by the asset custodian, IT, or the Audit Team:

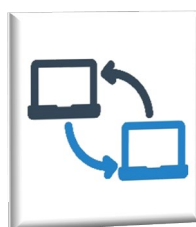
- Asset ID 0137665 (Switch).
- Asset ID 0181425 (Switch).
- Asset ID 9004412 (Document Scanner).
- Asset ID 9004597 (Desk Computer).
- Asset ID 9004250 (Desk Computer).
- Asset ID 0800455 (Laptop Computer).

Eight (8) assets with “no description” in the data were tested and may belong to other agencies but were unintentionally scanned into Clerk IT’s asset data. The Clerk’s IT asset population has a total of seventy-two (72) of these assets.

Six (6) assets were either retired, destroyed, or sent to surplus; however, were still listed in the current IT population:

- Asset ID 0138350 (UPS – Uninterruptible Power Supply).
- Asset ID 0800720 (Laptop Computer).
- Asset ID 0163849 (Dynamic Weigh Module).
- Asset ID 0164756 (Security Appliance).
- Asset ID 0141158 (Switch).
- Asset ID 0125225 (Rack).

**Virtual IT Asset Testing**



In addition to the sample selected above, the Audit Team analyzed and tested a second sample of IT assets based on a System Center Configuration Manager (SCCM) report. This report represents devices which have at some point been connected to the Clerk’s network, such as employee laptops. The sample was selected based on assets that had a log-on date of more than thirty (30) days prior to January 2025. This means that the device has not been logged into on the Clerk’s network for an extended period of time. Overall, this included a total of thirty-five (35) IT assets with a last log-on date that ranged from January 2022 to November 2024. Thirty-four (34) of these assets were either virtually or physically verified by the Audit Team while one (1) asset (Asset ID 0801218 -Laptop Computer) could not be located by the asset custodian, IT, or the Audit Team.

**Fixed Asset Testing**

A fixed asset is a long-term tangible property/equipment with a capitalization threshold of \$5,000.00 or more. There were 453 items in the Clerk’s fixed asset inventory as of January 6, 2025, with a total value of \$13,356,891.38. An annual inventory of fixed assets is conducted by the County Finance Department Fixed Asset Team, which means each of the 453 assets were confirmed within the preceding fiscal year (FY24). The Audit Team used data analytics based on the fixed asset data from January 6, 2025, and the latest fixed asset inventory performed by County Finance from September 30, 2024, to determine whether or not any discrepancies existed.



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The Audit Team determined:

- Some IT assets and fixed assets have serial numbers that were input incorrectly or were mismatched.
- A number of IT related fixed assets could not be identified on the IT hardware master list. *The hardware master list is an inventory maintained by the IT department which shows all assets currently tracked.*
- One (1) fixed asset, with two asset ID numbers, was not properly tagged during the time of testing (Asset ID 0183891 & 018390 - Storage Array).

Appropriate corrections were made by Clerk's IT and County Finance departments for these identified discrepancies.

## RECOMMENDATIONS

### Missing Assets (IT)

Update the asset inventory list to reflect the missing status of the 7 items that could not be located.

### Remove Old Asset Data from the Current IT Population

Ensure that IT assets that have been either destroyed, retired, or sent to surplus are removed from the active data lists. Additionally, regularly ensure that no data anomalies exist within the data. Assets that show as "No description" in the data should be reviewed and removed if they are identified as not being Clerk assets.

### Ensure all Assets are Tagged and Recorded Appropriately

Clerk IT and the Clerk's Fixed Asset team should both work to ensure that fixed assets are being tagged promptly and input correctly.

# APPENDIX

## SUMMARY LIST OF COMPLETED TRANSITION TASKS

**FULL TRANSITION CHECKLIST**

<b>Task Name</b>	<b>% Complete</b>	<b>Date Completed</b>	<b>Comments</b>	<b>Audit Confirmations</b>
<b>Decommission Clerk Stuart</b>				
Secure any physical or electronic signature stamps and destroy	100%	1/6/2025	Completed by Management	-
Perform regular termination of employee activities as needed to terminate Clerk Stuart in the HR/payroll system	100%	1/6/2025	Completed by Management	-
Run any final paychecks due Clerk Stuart, any required pay-outs to Clerk Stuart, and cessation of regular benefits such as health and retirement	100%	1/6/2025	Completed by Management	-
Cancel Clerk Stuart’s purchase card	100%	1/6/2025	Completed by Management	Verified by Audit Team
Cancel Clerk Stuart’s cell phone	100%	1/6/2025	Completed by Management	-
Terminate Cindy Stuart on Wells Fargo account	100%	1/6/2025	Completed by Management	Verified by Audit Team
End date Cindy Stuart account in Oracle	100%	1/6/2025	Completed by Management	-
Archive Clerk Stuart’s email & delete account	100%	1/6/2025	Completed by Management	-
Configure access to Cindy Stuart's archived emails	100%	1/6/2025	Completed by Management	-
<b>Compliance</b>				
Call Division of Elections once elected. If the position is shown as vacant in their database, they cannot complete apostilles for foreign judgments	100%	1/8/2025	Completed by Management	-
File a bond	100%	12/20/2024	Completed by Management	-
File a bond with the Clerk of the Circuit Court, if required by the BOCC [§28.02, Fl. Stat. (2019)] Request refund of Clerk Stuart’s unused bond	100%	12/20/2024	Completed by Management	-

Task Name	% Complete	Date Completed	Comments	Audit Confirmations
Note acceptance of the Office with the Secretary of State	100%	12/23/2024	Completed by Management	-
Submit Form 56 Oath of Office, the Acceptance and the \$10 commission fee to DOS Bureau of Election Records	100%	12/23/2024	Completed by Management	-
Register Facsimile Seal (Signature)	100%	1/8/2025	Completed by Management	-
Register a manual signature and a stamp of the Clerk's signature with the Secretary of State	100%	12/23/2024	Completed by Management	-
Take the oath of office on the first day of office, beginning at 12:01a.m. Our Chief Judge may swear in the Clerk. [Art. II, Section 5, Florida Constitution]	100%	1/7/2025	Completed by Clerk	Confirmed through observation
After being sworn in, register the office seal with the Division of Elections Records [stamp seal, and, a raised seal if one will be used]	100%	12/27/2024	Completed by Management	-
After being sworn in, deputize the employees. [\$28.06, Fl. Stat. (2019), and the oath under §876.05, Fl. Stats. (2019)] The Oath must be filed with the records of the Clerk's Office before approval of any voucher for payment to the employees	100%	1/16/2025	Completed by Clerk	Confirmed through observation
Notify CCOC of change	100%	1/2/2025	Completed by Management	-
Change membership with FCCC	100%	1/7/2025	Completed by Management	-
Arrange for a financial audit as of Clerk Stuart's last day in office	100%	12/18/2024	Completed by Management	-
Set up delegation of duties	100%	1/17/2025	Completed by Management	-
Reaffirm delegation of authority to Chief of Staff	100%	1/17/2025	Completed by Clerk	-
<b>Renaming</b>				
Create branding collateral - name & signature	100%	11/26/2024	Completed by Management	Confirmed through observation
Create branding collateral - photo	100%	12/3/2024	Completed by Management	Confirmed through observation

Task Name	% Complete	Date Completed	Comments	Audit Confirmations
Secure official photo of new Clerk	100%	12/3/2024	Completed by Management	Confirmed through observation
Define new Clerk name format	100%	11/27/2024	Approved by Clerk	Confirmed through observation
Rename PC/laptop screen saver, lock screen and wallpaper	100%	1/6/2025	Completed by Management	Confirmed through observation
Rename email signature block	100%	1/6/2025	Completed by Management	Confirmed through observation
Update Clerk's internet presence, e.g., Google	100%	1/6/2025	Completed by Management	Confirmed through observation
Rebrand existing social media sites	100%	1/6/2025	Completed by Management	Confirmed through observation
Rebrand internal Clerk sites	100%	1/6/2025	Completed by Management	Confirmed through observation
Rename external Clerk sites	100%	1/6/2025	Completed by Management	Confirmed through observation
Contact TurboCourt with New Branding	100%	1/6/2025	Completed by Management	Confirmed through observation
Strategic Planning Workshop	0%	TBD	Workshop date TBD and is estimated to take place this Summer (2025)	-
<b>Rebranding</b>				
Create branding collateral - logo	100%	11/27/2024	Completed by Management	Confirmed through observation
Inventory hard copy documents on which the logo and/or name need to be replaced	100%	12/1/2024	Completed by Management	-
Rebrand business cards	100%	2/24/2025	Completed by Management	Confirmed through observation
Rebrand Clerk's Table	100%	1/16/2025	Completed by Management	Confirmed through observation
Rebrand Clerk Vehicles/Clerk Car	100%	1/30/2025	Completed by Management	Confirmed through observation

<b>Task Name</b>	<b>% Complete</b>	<b>Date Completed</b>	<b>Comments</b>	<b>Audit Confirmations</b>
Inventory electronic documents on which the logo and/or name need to be replaced	100%	2/3/2025	Completed by Management	-
Rebrand digital signs	100%	1/6/2025	Completed by Management	Confirmed through observation
Rebrand email signature block	100%	1/6/2025	Completed by Management	-
Rebrand HillsClerk.com site	100%	3/25/2025	Completed by Management	Confirmed through observation
Rebrand ClerkNet	100%	2/1/2025	Completed by Management	Confirmed through observation
Rebrand external sites	100%	2/1/2025	Completed by Management	Confirmed through observation
<b>Communications</b>				
Develop & execute external communications plan	100%	12/3/2024	Completed by Management	-
Identify external stakeholders	100%	12/3/2024	Completed by Management	-
Notice to 2DCA & FSC of Change of Clerk	100%	12/23/2024	Completed by Management	-
Replace/add new Clerk to committees, workgroups, etc.	100%	12/3/2024	Completed by Management	-
Add new Clerk to PSCC	100%	1/17/2025	Completed by Management	-
Develop & execute internal communications plan	100%	12/3/2024	Completed by Management	-
Create uniform message to all employees	100%	1/6/2025	Completed by Management	Confirmed through observation
Implement internal communications per Communications Plan	100%	3/31/2025	Completed by Management	Confirmed through observation
<b>Update contracts</b>				
Inventory contracts requiring an amendment	100%	11/14/2024	Completed by Management	-



<b>Task Name</b>	<b>% Complete</b>	<b>Date Completed</b>	<b>Comments</b>	<b>Audit Confirmations</b>
Create & submit contract amendments to vendors	100%	11/14/2024	Completed by Management	-
<b>Accounting/Finance tasks</b>				
Finance forms and signatures to system provider to create new overlays	100%	1/7/2025	Completed by Management	-
Re-do purchase card authorizations by the Clerk signature, check all names of persons with cards	100%	1/10/2025	Completed by Management	-
Change receipt header to remove Clerk Stuart's name and add new clerk	100%	1/6/2025	Completed by Management	Confirmed through observation
New Signature authorization forms for Clerk's Accounting/Finance	100%	1/16/2025	Completed by Management	Confirmed through observation
Request audit of all bank accounts immediately upon Clerk Stuart's last day	100%	1/6/2025	Completed by Management	Verified by Audit Team
Request list of surety bonds outstanding that are held and any that have been estreated but not yet paid as of Clerk Stuart's last day	100%	1/14/2025	Completed by Management	-
Revise authorizations for BOCC and Clerk bank accounts, BOCC and Clerk Florida Prime account, and BOCC investment security custodian. Order new checks	100%	1/7/2025	Completed by Management	Verified by Audit Team
Review all December bank reconciliations for the BOCC and Clerk, which should be completed by January 31.	100%	1/31/2025	Completed by Management	Verified by Audit Team
Fixed assets reconciliation	100%	12/6/2024	Completed by Management	Verified by Audit Team (sample)
Reconciliation of investments	100%	1/31/2025	Completed by Management	Confirmed through observation
Change signature and signature delegations on BOCC and Clerk Wells Fargo bank accounts	100%	1/7/2025	Completed by Management	Verified by Audit Team
Change signatures and signature delegations on Salem Trust	100%	1/7/2025	Completed by Management	Verified by Audit Team
Change signature and signature delegations for BOCC and Clerk Florida Prime accounts	100%	1/7/2025	Completed by Management	Verified by Audit Team

<b>Task Name</b>	<b>% Complete</b>	<b>Date Completed</b>	<b>Comments</b>	<b>Audit Confirmations</b>
Obtain new Clerk signature on Signature Cards for bank	100%	2/3/2025	Completed by Management	Verified by Audit Team
Obtain new Crist signature on Certificate of Authorization for bank showing who is authorized to act on behalf of Clerk	100%	2/3/2025	Completed by Management	Verified by Audit Team
Obtain Clerk Crist signature on Public Deposit Identification and Acknowledgement Form for FL Dept of Financial Services for each separate bank account	100%	1/27/2025	Completed by Management	Verified by Audit Team, except for 1 account due to Citi no longer being a Qualified Public Depository (QPD).
Confirmation of change to authorized signature of bank accounts	100%	2/10/2025	Completed by Management	Verified by Audit Team
<b>Courts tasks</b>				
Apply electronic signatures individually and update forms & receipts within Odyssey & CLERC	100%	1/7/2025	Completed by Management	-
Confirm no change to e-file time stamp imprint	100%	12/30/2024	Completed by Management	-
Request audit of the Evidence Vault immediately; create Guns & Drugs inventory report from Evidence System	100%	1/27/2025	Completed	Verified by Audit Team (Sample)
Review Option to Allow Jurors to Donate Compensation	100%	1/17/2025	Completed by Management	-
<b>Official Records tasks</b>				
Revise electronic signature of Clerk in OnBase - for Clerk affixation (marriage licenses)	100%	1/7/2025	Completed by Management	-
Tax Deed Sales – Make sure money is remitted to Clerk Crist and not to Clerk Stuart	100%	1/17/2025	Completed by Management	-
Confirm last Instrument Number from date of Clerk Stuart’s last day	100%	1/7/2025	Completed by Management	Verified by Audit Team
Official Records - Scanning and imprinting - to be accurate of Clerk name at specific time of recording	100%	1/7/2025	Completed by Management	-
Notify Imaging provider of Clerk name change for account	100%	12/18/2024	Completed by Management	-

Task Name	% Complete	Date Completed	Comments	Audit Confirmations
Apply electronic signatures individually and update forms & receipts within OnBase	100%	1/7/2025	Completed by Management	-
<b>Information Technology tasks</b>				
Provide incoming Clerk with new laptop/monitors	100%	1/7/2025	Completed by Management	Confirmed through observation
Obtain a new mobile phone for Victor Crist, set up plan & configure archiving in Smarsh	100%	11/27/2024	Completed by Management	-
Replace greeting (wav file) for the phone system	100%	1/6/2025	Completed by Management	Confirmed through observation
New Clerk signature for use in OnBase	100%	1/6/2025	Completed by Management	-
Update QFlow banners for Qflow TV & Kiosks	100%	1/6/2025	Completed by Management	Confirmed through observation
Process new hire in Oracle	100%	1/6/2025	Completed by Management	Confirmed through observation
<b>Other tasks</b>				
Office Set Ups and Configurations	100%	3/11/2025	Completed by Management	Confirmed through observation
Attend FCCC New Clerk Academy	100%	12/13/2024	Completed by Clerk	-
Attend New Employee Orientation on 1/8	100%	1/8/2025	Completed by Clerk and New Staff	Confirmed through observation
Order physical Clerk seal, signature & certification stamps - "new Clerk"	100%	3/24/2025	Completed by Management	-