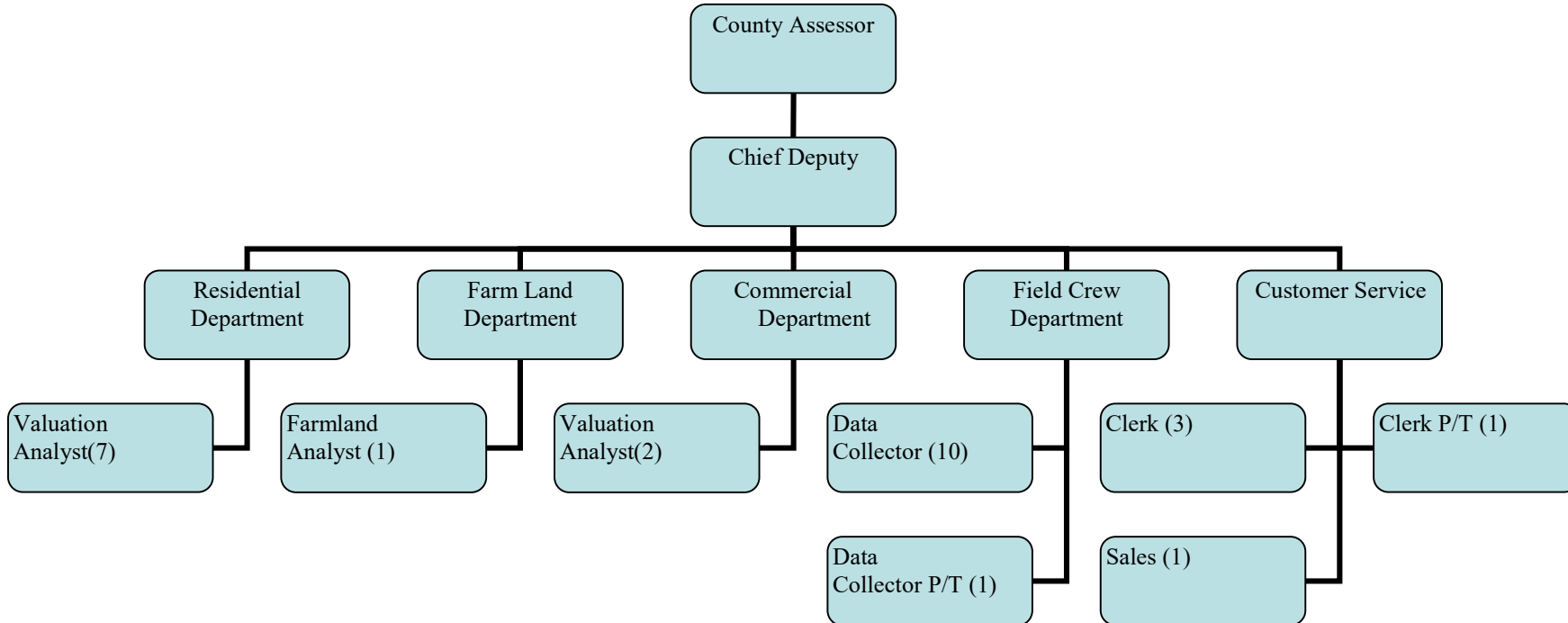


**St. Clair County Assessor’s Office, Illinois Freedom of Information Act Posting Under 5 ILCS 140/1 et. seq.**

The function of the St. Clair County Assessor's Office is to administer an accurate, equitable, and timely assessment of all real property in St. Clair County. This mandated function includes but is not limited to the following:

- Monitor and comply with the Illinois State Statutes and the Illinois Department of Revenue procedures.
- Apply for qualified exemptions. Provide proper taxpayer information of assessments through mailed notices and publication.
- Timely certification of the completed assessment roll will be sent to the Board of Review. This will facilitate timely tax calculation and billing as required by statute.
- Defend decisions when an appeal is made to the Illinois Property Tax Appeal Board.
- Real property in St. Clair County is assessed on a quadrennial basis. The assessments are alternated among 22 townships in the County.

The St. Clair County Assessor’s Office organizational structure is as follows and in 2022 includes, subject to change, one (1) County Assessor, twenty-five (25) full-time employees, and two (2) part-time employees:



The St. Clair County Assessor's Office 2022 fiscal year budget is one million, one hundred fifty-two thousand, nine hundred seventy-one dollars (\$1,152,971).

The St. Clair County Assessor's Office budget is overseen by the St. Clair County Assessor's Office and the St. Clair County Board & Chairman.

## **HOW TO REQUEST DOCUMENTS**

The St. Clair County Assessor's Office Freedom of Information Act Officer is Ben Henning. For any member of the public to request information and/or public records from the St. Clair County Assessor's Office, he or she must make such a request in written format and must specifically request the information and/or documents requested.

Furthermore, the request must be directed either in written format to [foiax@co.st-clair.il.us](mailto:foiax@co.st-clair.il.us) or the following address either by United States Mail or in person:

St. Clair County  
FOIA Officer, Benjamin Henning  
10 Public Square  
Belleville, IL 62220

The following recorded are available:

- 1) Property Record Cards
- 2) General Homestead Exemption Applications
- 3) Parcel Assessment Information
- 4) Administrative Files
- 5) Office Budget

## **SCHEDULE OF FEES FOR DOCUMENTS REQUESTED PURSUANT TO THE ILLINOIS FREEDOM OF INFORMATION ACT 5 ILCS 140/1 *et. seq.***

- 1) The first fifty (50) pages of black and white, letter or legal-sized copies are **FREE**.
- 2) Each copy after the 50th page of black and white, letter or legal sized is **15 CENTS** per page.
- 3) A request of color copies or copies in a size other than legal or letter will be charged the office's **ACTUAL COST OF REPRODUCTION** of these copies.
- 4) For documents produced in electronic format, the requestor will be charged the office's **ACTUAL COST OF PROVIDING THE MEDIA** (CD, DVD, diskette, etc.) which will contain the documents requested. No per page cost will be charged for documents provided only in electronic format.
- 5) For obtaining a certified copy an additional fee of \$1.00 per certified document will be assessed.

Please Note: This office may require payment of all fees before the initiation of any copying of documents pursuant to statute. Reproduction fees for requests to be used for commercial purposes require advance payment of all fees.