



Auditor 00100.221.

Mission Statement

The Clallam County Auditor's Office strives to provide excellent customer service to both the citizens of the county and our internal organization customers. Financial management, election integrity, recording accuracy and licensing customer service are our main areas of focus. We strive for perfection in our diverse responsibilities.

Function

- The Finance Division maintains, audits, and issues expenditure disbursements for the county and prepares warrants for 16 special purpose/taxing districts adhering to the Revised Code of Washington and the Clallam County Charter. The division also audits and prepares payroll for the County and several special purpose districts. The division coordinates with the County CFO in preparing the County's Annual Report and the Cost Allocation Plan.
- The Elections and Voter Registration Division administers all elections held in Clallam County. There are one or two special elections held each year in February and/or April in addition to the Primary and General Election held in August and November. A database of over 57,000 registered voters requires daily updating to keep records accurate and current. The Auditor's Office files all the Elected Official's Oath of Offices.
- The Vehicle/Vessel Licensing Division is an Agent for the Washington State Department of Licensing; issuing vehicle and vessel licenses, and processing title transfers. They are also required to perform monitoring of our daily office work and to audit and monitor the two licensing subagents in Clallam County.
- Recording maintains and indexes a variety of documents of importance to our citizens such as deeds, mortgages, and surveys in the county dating from 1854. Marriage and various business licenses are also issued and maintained through this division.
- Passport applications are accepted in this office under a contract with the US Department of State.
- We issue approximately 400 marriage licenses annually, and maintain and provide access to historical marriage information.
- The Auditor's Office is the Agent of Record for the County. Legal claims against the county, such as Tort Claims are served upon the Auditor.
- The Auditor's Office is responsible for the gathering, sorting, processing, and distribution of incoming and outgoing mail for all County Offices.

Trends/Events

The Auditor's Office is currently working through a large office remodel. We are redesigning the space we have to accommodate more workstations at the public counter. This will streamline our office layout and create the ability to help more people at the same time, hopefully creating a faster work flow. We are hoping to complete this project by the end of November or beginning of December. The Auditor's Office has filled eight staff positions since January. This has been a significant amount of employees to hire and train in a short period; all four of our Division have been affected. We began filling positions in February, filled the most recent position in July, with one more position currently open for potential applicants.

Our Recording and Finance Divisions have each needed to hire one new staff member this year too. We have a brand new payroll staff member and currently Recording is operating with one staff member, with employees from other Divisions helping to fill in tasks as needed.

Passport Acceptance and processing no longer requires an appointment. These applications continue to take a considerable amount of staff time to process and with the move of the Elections Division out of the Auditor's Office we have lost our ability to use them to help process Passport applications. Currently our Finance staff are helping when they can.

Goals

1. Our first goal is to relinquish the courthouse mail responsibilities. The Auditor's Office doesn't have the space resources to continue the functions and responsibilities required to process the mail. Staff time currently spent on mail processing can be reallocated to passport acceptance and processing, which generates revenue for the general fund.
2. Our second goal is to continue moving towards having all our recorded documents scanned into electronic format and available online, so we can free up more space in our vault.

Workload Indicators

	2021 Actual	2022 Actual	6/30/23 Actual
Accounts payable warrants processed	14,840	15,625	7,619
Number of registered voters	60,765	61,695	61,005
Number of active voters	57,108	57,254	57,251
Number of elections	3	2	0
Marriage licenses	455	463	218
Vehicle licensing transactions	70,848	72,816	33,962
Recording/miscellaneous licenses	22,557	14,555	5,501
Passport issued	72	143	224

Grant Funding Sources

Small amounts from HAVA

Revenues

	2021 Actual	2022 Actual	6/30/23 Actual	2024 Budget
Taxes	0	0	0	0
Licenses and Permits	4,232	4,164	1,864	3,500
Intergovernmental Revenues	0	0	0	0
Charges for Goods and Services	1,335,791	1,064,092	685,753	1,339,125
Fines and Forfeits	0	0	0	0
Miscellaneous Revenues	10,203	12,039	5,662	7,050
Other Financing Sources	0	0	0	0
Transfers In	0	0	0	0
General Tax Support	60,902	452,718	29,953	546,161
Total	1,411,128	1,533,013	723,232	1,895,836

Expenditures

	2021 Actual	2022 Actual	6/30/23 Actual	2024 Budget
Salaries and Wages	777,492	846,370	421,918	1,032,834
Personnel Benefits	337,013	365,521	186,960	447,344
Supplies	19,773	26,527	6,780	35,949
Other Services and Charges	276,850	287,315	107,574	379,709
Intergovernmental Services	0	0	0	0
Capital Outlays	0	7,280	0	0
Interfund Payments for Services	0	0	0	0
Transfers Out	0	0	0	0
Total	1,411,128	1,533,013	723,232	1,895,836

Staffing

	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Full Time Equivalents	13.50	13.50	15.63	15.25