



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 has filled eight staff positions since January. This has been a significant amount of employees to hire and train in a short period; three of our four divisions have been affected. We began filling positions in February, filled the most recent position in July, with two more positions currently open for potential applicants.

Currently Recording is operating with one staff member, with the Auditor and another employee from finance helping to fill in as needed. Elections is headed into the 2024 General Election with all new staff and one open position. The Auditor is training employees and assisting as much as possible.

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 personnel bandwidth or space resources to continue the functions and responsibilities required to process the mail. This is the third or fourth year we continue to be short staffed and in constant training mode. It is extremely hard to have this duty continue to be a function of the Auditor's Office. Currently the Auditor has been doing the mail as elections staff are again short an employee.
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. This goal is highly dependent on our office being fully staffed.

Workload Indicators

	2022 Actual	2023 Actual	6/30/24 Actual
Accounts payable warrants processed	15,625	15,359	7,351
Number of registered voters	61,695	61,562	62,285
Number of active voters	57,254	57,359	57,485
Number of elections	2	2	3
Marriage licenses	463	474	214
Vehicle licensing transactions	72,816	65,837	34,367
Recording/miscellaneous licenses	14,555	10,634	4,998
Passport issued	143	584	463

Grant Funding Sources

Small amounts from HAVA

Revenues

	2022 Actual	2023 Actual	6/30/24 Actual	2025 Budget
Taxes	0	0	0	0
Licenses and Permits	4,164	3,962	1,802	4,000

Intergovernmental Revenues	0	0	0	0
Charges for Goods and Services	1,064,092	1,237,134	874,925	1,517,000
Fines and Forfeits	0	0	0	0
Miscellaneous Revenues	12,039	11,398	7,459	11,550
Other Financing Sources	0	0	0	0
Transfers In	0	0	0	0
General Tax Support	452,718	380,559	79,296	337,846
Total	1,533,013	1,633,052	963,482	1,870,396

Expenditures

	2022 Actual	2023 Actual	6/30/24 Actual	2025 Budget
Salaries and Wages	846,370	879,245	469,109	1,071,878
Personnel Benefits	365,521	385,407	205,702	459,154
Supplies	26,527	16,197	35,922	15,655
Other Services and Charges	287,315	337,635	251,802	308,657
Intergovernmental Services	0			
Capital Outlays	7,280	13,218		
Interfund Payments for Services	0			
Debt Service - SBITA	0	1,350	947	15,052
Total	1,533,013	1,633,052	963,482	1,870,396

Staffing

	2022 Actual	2023 Actual	6/30/24 Actual	2025 Budget
Full Time Equivalents	13.50	15.63	15.25	15.50