



# Clallam County Officials

Working to Administer County Government

## EXECUTIVE BRANCH

Elected Officials



**ASSESSOR**  
Pam Rushton



**AUDITOR**  
Shoona Riggs



**DCD DIRECTOR**  
Bruce Emery



**PROSECUTOR**  
Mark Nichols



**SHERIFF**  
Brian King



**TREASURER**  
Jennifer White



**COUNTY ADMINISTRATOR**  
Todd Mielke

Legislative Branch appoints  
County Administrator

## LEGISLATIVE BRANCH

Elected Officials



**COMMISSIONER, District 1**  
Mark Ozias



**COMMISSIONER, District 2**  
Randy Johnson



**COMMISSIONER, District 3**  
Mike French



### Treasurer's Office

Jennifer White  
Clallam County Treasurer



# Office Functions & Responsibilities

## Treasurer & Auditor

### TREASURER



**TREASURER**  
Jennifer White

- Revenues
- Receipting of monies
- Disbursement of funds
- Cash management
- Debt management
- Investment services
- Banking services
- Financial reporting
- Excise Processing (Real Estate)



**COUNTY ADMINISTRATOR**  
Todd Mielke

County Administrator approves and implements the County's annual budget and any debt assumption



### AUDITOR



**AUDITOR**  
Shoona Riggs

- Expenditures
- Account payables
- Payroll
- Monitor expenditures to approved budget
- Audit activities
- County financial reporting
- Department of Licensing
- Recorded Documents
- Elections

### TREASURER & AUDITOR

Work with the State Auditor to conduct an Annual Audit of the County



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# Office Functions & Responsibilities

## Assessor & Treasurer

### ASSESSOR



**ASSESSOR**  
Pam Rushton

- Determines the value of all taxable real and personal property
- Calculate, set levy rates and certify the tax roll
- Update market value for all properties
- Business personal property listings & audits
- Senior exemption & deferral programs
- Current Use
- Destroyed Property
- Address Changes

### Separation of Duties & Responsibilities

### TREASURER



**TREASURER**  
Jennifer White

- Bill & collect property taxes
- Create & mail property tax statements
- Collect real estate excise taxes
- Process real estate excise transactions
- Prepare personal property advance taxes
- Calculate tax prorations for senior properties
- Tax foreclosure
- Manage tax title properties
- Mobile Move Permits



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# TREASURER'S OFFICE

What do we do?



## Bill & Collect

\$140+ Million in property taxes & Assessments  
Excise Taxes (real estate)



## Invest

\$180+ Million of funds in the Local Government Investment Pool  
\$40+ Million in securities  
Manage Taxing district funds & accounts



## Debt

Make bond payments on behalf of taxing districts  
Provide technical oversight for any debt assumption



## Deposits & Disbursements

Receive, receipt and direct funds from departments & taxing districts  
Disburse funds received (monthly) to taxing districts  
Disburse timber funds received

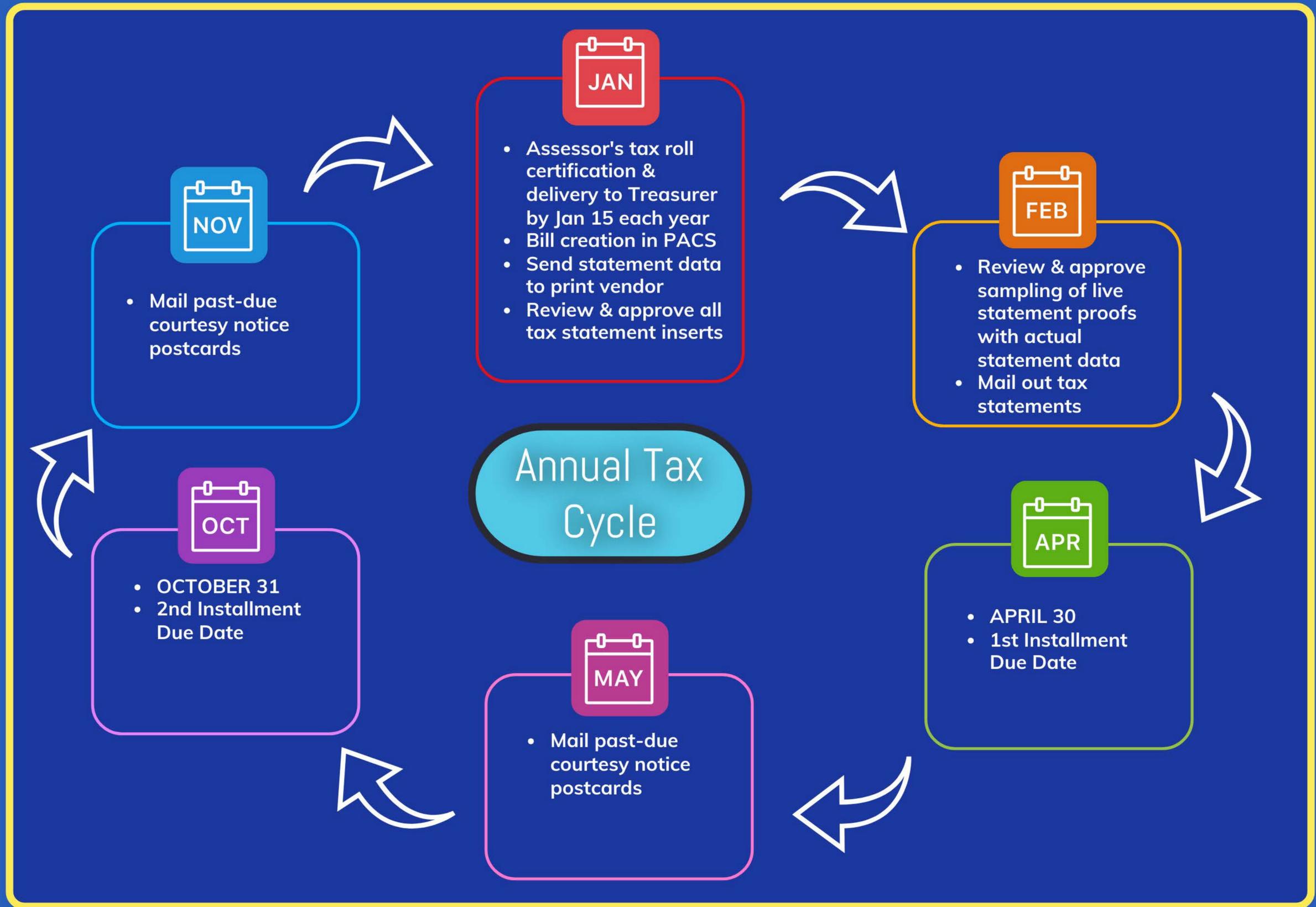


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# Annual Property Tax Cycle



**Treasurer's Office**

Jennifer White  
Clallam County Treasurer