



Auditor 00100.221.

Mission Statement

The Clallam County Auditor's Office is committed to delivering exceptional customer service to the citizens of Clallam County and to our internal organizational partners. Our core responsibilities include financial management, election integrity, accurate public records, and responsive licensing services. We take pride in the diversity of our duties and strive for excellence in every area of service.

Function

- The Finance Division maintains, audits, and processes expenditure disbursements for Clallam County, as well as prepares warrants for 16 special purpose taxing districts, in accordance with the Revised Code of Washington and the Clallam County Charter. This division also audits and processes payroll for the County and several special districts. Additionally, it works in coordination with the County CFO to prepare the County's Annual Financial Report and Cost Allocation Plan.
- The Elections and Voter Registration Division administers all elections held within Clallam County. This includes the Primary and General Elections each August and November, as well as one or two Special Elections typically held in February and/or April. The division maintains a database of more than 59,000 registered voters, requiring daily updates to ensure accuracy. The division retains Oaths of Office for elected officials, which are filed with the Auditor's Office by the respective jurisdictions.
- Acting as an agent for the Washington State Department of Licensing, the Vehicle/Vessel Licensing Division issues vehicle and vessel registrations and processes title transfers. The division also processes permits, manages vehicle tonnage, handles mobile home title eliminations, and works with local dealerships. Additionally, it audits and monitors internal daily office activity and provides oversight and auditing of the two licensing subagents operating within Clallam County.
- The Recording Division maintains and indexes a broad range of public documents, including deeds, mortgages, plats, and surveys—some dating back to 1854. The division also issues and maintains marriage licenses and various business-related licenses. Approximately 475 marriage licenses are issued each year, and historical marriage data is preserved and made accessible to the public.
- The Clallam County Auditor's Office serves as a Passport Acceptance Facility authorized by the U.S. Department of State. As part of this role, trained staff verify applicants' identities and documentation, administer oaths, and securely transmit completed passport applications for processing. The office processes over 700 passport applications annually, providing a valuable and convenient service to Clallam County residents. Staff are required to complete specialized training and adhere to strict federal guidelines to ensure the integrity of the passport process.
- The Auditor's Office serves as the County's Agent of Record. Legal documents such as tort claims and lawsuits against Clallam County must be served upon the Auditor.

- The office manages the collection, sorting, processing, and distribution of incoming and outgoing mail for all County departments.

Trends/Events

The Auditor's Office currently has one open position. We were recently fully staffed for the first time in quite a while—a milestone that brought a welcome sense of stability. Unfortunately, that period was short-lived, and we are once again facing a vacancy. These ongoing staffing challenges have had a noticeable impact on team morale and have disrupted operational continuity.

Passport acceptance and processing no longer require an appointment, which has increased the volume of walk-in applicants. These applications continue to demand a significant amount of staff time. Fortunately, having two dependable employees in the recording division has been instrumental in managing the steady flow of applicants—especially as either a Real ID or a valid passport became required for domestic air travel beginning in May 2025. Early in the year, we experienced a noticeable surge in passport applications due to increased public awareness of this upcoming requirement.

Goals

1. The Auditor's Office is requesting the relocation of the county mail machine. With the Pitney Bowes contract up for renewal, this is an opportune time to move the machine without incurring additional costs later. Due to the office's growth, we no longer have adequate space to house such a large piece of equipment, especially one used to accommodate mail for all departments.

The new location should be secure and restricted, with access limited to Auditor's Office staff. While the Auditor's Office will continue to process mail for the county, it is strongly recommended that no other departments have direct access to the machine unless responsibility for mail services is formally transferred from our office.

2. Our second goal is to continue progressing toward having all recorded documents scanned into a digital format and made accessible online. This initiative will help free up valuable space in the vault and improve public access to records. Achieving this goal is highly dependent on the Auditor's Office maintaining consistent staffing levels.

Workload Indicators

	2023 Actual	2024 Actual	6/30/25 Actual
Accounts payable warrants processed	15,359	15,138	6,841
Number of registered voters	61,562	63,468	62,091
Number of active voters	57,359	58,988	59,259
Number of elections	2	5	1
Marriage licenses	474	477	222
Vehicle licensing transactions	65,837	70,220	34,182
Recording/miscellaneous licenses	10,634	10,689	5,575
Passport issued	584	735	519

Grant Funding Sources

Small amounts from HAVA

Revenues

	2023 Actual	2024 Actual	6/30/25 Actual	2026 Budget
Taxes	0	0	0	0
Licenses and Permits	3,962	3,996	1,916	4,300
Intergovernmental Revenues	0	39,527	26,558	0
Charges for Goods and Services	1,237,134	1,342,386	1,004,038	1,367,000
Fines and Forfeits	0	0	0	0
Miscellaneous Revenues	11,398	13,291	6,641	11,051
Other Financing Sources	0	0		0
Transfers In	0	0		0
General Tax Support	380,559	666,175	-199,018	500,830
Total	1,633,052	2,065,375	840,134	1,883,181

Expenditures

	2023 Actual	2024 Actual	6/30/25 Actual	2026 Budget
Salaries and Wages	879,245	994,345	489,249	1,091,554
Personnel Benefits	385,407	423,266	212,916	440,916
Supplies	16,197	51,977	1,196	15,454
Other Services and Charges	337,635	580,508	136,773	316,448
Intergovernmental Services		0	0	0
Capital Outlays	13,218	0	0	0
Interfund Payments for Services	0	0	0	0
Debt Service - SBITA	1,350	15,279	0	18,809
Total	1,633,052	2,065,375	840,134	1,883,181

Staffing

	2023 Actual	2024 Actual	6/30/25 Actual	2026 Budget
Full Time Equivalents	15.63	16.00	15.25	15.25