

Department Mission

The Klamath County Clerk's Office is dedicated to providing accurate information and services in a timely, efficient, professional, and courteous manner regarding all aspects of elections, real property records, military discharge papers, passport applications, marriage license applications, domestic partnership filings, and property tax appeals.



Mandated Services



- Conducting elections in the county
- Maintaining the records of the county governing body
- Recording land records
- Processing Board of Property Tax appeals
- Issuing marriage licenses & filing domestic partnerships

Self Imposed Services



- Acting as a United States Passport Agent
- Notarizing
- Performing Wedding Ceremonies

Department Overview



- All staff are cross trained
- Long-range goal, recording: monitor challenges to e-recording and continue to update technologies to increase efficiency and cost-effectiveness
- Long-range goal, elections: stay up-to-date on statutes and directives to administer elections efficiently, fairly and accurately

Successes and Challenges

Fiscal Year 7/1/09-6/30/10



| | |
|--------|--|
| 17,859 | Real Property Recordings |
| 53,951 | Pages in Recorded Documents |
| 416 | Marriage Licenses & Domestic Partnerships |
| 5,258 | Voter Registration Cards Received Updating |
| 1,424 | New Voter Registrations |
| 2603 | Number of Voters Moved to Inactive Status |
| 2591 | Number of Voters Moved to Cancelled Status |
| 12 | Property Tax Appeals Hearings |
| 41 | Special Districts |
| 5 | Incorporated Cities |
| 206 | Notarizations Performed |
| 399 | Passports Processed |
| 7 | Number of Entities Provided Daily Digital Images |

Budget Overview

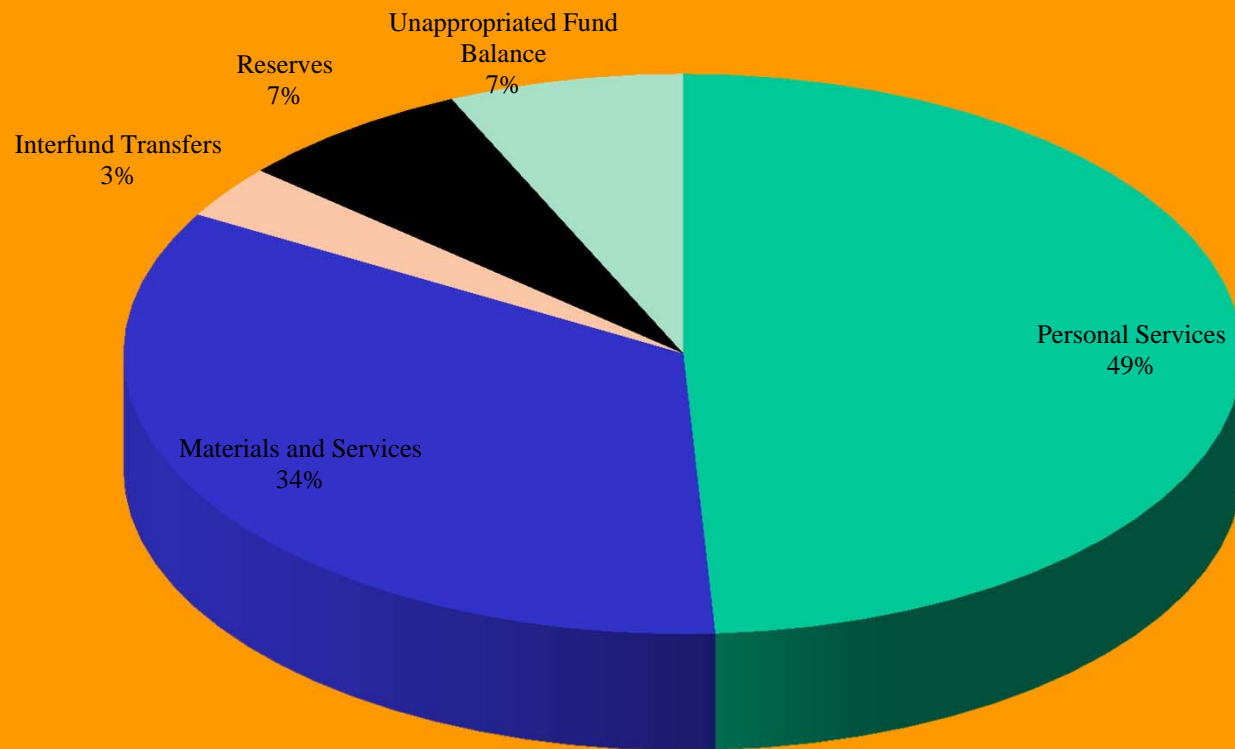


- Major revenue is from recordings which is directly related to economy; major expenditures are for elections
- Four set election dates every year (March, May, September and November)
- Recall elections are held on special election dates of their own, and because of deadlines, are outside the election dates listed above

Financial Presentation



2011-12 Budget
Requirements by Category



Significant Changes



- Decrease of 2.6 FTEs since 2000
- Decrease of 1 FTE for current budget
- Current reduction in staff hours to 32.5/wk
- Drop in revenue due to election reimbursements and decline in passports
- Increase in election costs due to primary election

Significant Changes, Cont.



| MANDATES | PERSONNEL | | MATERIALS & SERVICES |
|-----------|--|-----------|-------------------------|
| Election | 2 FTEs (including County Clerk) 10-16 Temp Election Workers | \$153,342 | \$87,000 |
| Recording | 3 FTEs 3 stations are required <ul style="list-style-type: none">▪ Recorder▪ Indexer▪ Verifier | \$160,000 | \$23,020 |

Key Issues

- Microfilm to Digital Conversion
- Historic Book Preservation

