

Division: Division Of Assessment, Recording And Taxation

Program Characteristics:

Program Description

The County Clerk Functions Program is responsible for several core services:

- Document Management: Indefinitely maintaining and archiving official recorded documents, such as deeds, contracts, and liens, and issuing certified copies upon request.
- Records & Registration: Issuing marriage licenses and state/county domestic partnership registrations.
- Public Access: Maintaining a Digital Research Room for the public to access records through a database.

The County Clerk Functions Program also manages the administration of the Property Value Appeals Board (PVAB). This board holds an annual process to hear from taxpayers who disagree with their property value. The Board reviews the evidence provided by taxpayers before deciding whether to reduce property values or waive late filing fees.

All functions are guided by Oregon statute.

Equity Statement

Staff maintain compliance and apply the County's core values of equity and inclusion. This program offers the free Property Recording Alert Service (PRAS) to address the need for protection against possible deed fraud and dishonest ownership transactions. PRAS alerts individuals via email when a recorded document is indexed under a monitored name, enhancing ownership transparency.

Revenue/Expense Detail

	2026 General Fund	2026 Other Funds	2027 General Fund	2027 Other Funds
Personnel	\$1,219,351	\$0	\$1,235,605	\$0
Contractual Services	\$62,948	\$0	\$82,948	\$0
Materials & Supplies	\$111,830	\$0	\$126,142	\$0
Internal Services	\$212,415	\$0	\$226,584	\$0
Total GF/non-GF	\$1,606,544	\$0	\$1,671,279	\$0
Total Expenses:	\$1,606,544		\$1,671,279	
Program FTE	9.61	0.00	9.61	0.00
Program Revenues				
Fees, Permits & Charges	\$3,820,700	\$0	\$4,570,700	\$0
Intergovernmental	\$18,264	\$0	\$18,428	\$0
Other / Miscellaneous	\$97,000	\$0	\$97,000	\$0
Beginning Working Capital	\$110,000	\$0	\$122,500	\$0
Total Revenue	\$4,045,964	\$0	\$4,808,628	\$0

Performance Measures

Performance Measure	FY25 Actual	FY26 Estimate	FY27 Target
Marriages Licensed Issued	5,834	6,500	6,500
Recorded document recorded	79,593	80,000	89,500