

**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**

	<b>2026 General Fund</b>	<b>2026 Other Funds</b>	<b>2027 General Fund</b>	<b>2027 Other Funds</b>
Personnel	\$1,219,351	\$0	\$1,248,259	\$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
<b>Total GF/non-GF</b>	<b>\$1,606,544</b>	<b>\$0</b>	<b>\$1,683,933</b>	<b>\$0</b>
<b>Total Expenses:</b>	<b>\$1,606,544</b>		<b>\$1,683,933</b>	
<b>Program FTE</b>	9.61	0.00	9.61	0.00
<b>Program Revenues</b>				
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
<b>Total Revenue</b>	<b>\$4,045,964</b>	<b>\$0</b>	<b>\$4,808,628</b>	<b>\$0</b>

**Performance Measures**

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