



Washington County Clerk/Auditor

Washington County currently operates with a combined Clerk/Auditor, as defined in Title 17 of the Utah State Code. Additionally, they are responsible for overseeing elections in the County as promulgated in Title 20A. Listed below is a summation of the main duties of the Clerk/Auditor under this system of government. For a complete description of duties, please visit: <https://le.utah.gov/xcode/Title17/17.html>.

17-19a-204 Auditing services.

- (1)
 - (a) Except as provided in Subsection (1)(b) and subject to Subsection (2), a county auditor is authorized to audit the financial records and accounts of a:
 - (i) county office;
 - (ii) county department;
 - (iii) county division;
 - (iv) county justice court; or
 - (v) any other county entity.
 - (b) The county auditor may not audit the auditor's own office, including any of the county auditor's financial records or accounts.
- (2) The county auditor shall perform an audit:
 - (a) as needed, as defined by good management practices and the standards of the profession; and
 - (b) based on the auditor's professional judgement, taking into account considerations related to risk and materiality.
- (3) Nothing in this section may be construed to affect a county legislative body's authority under Section 17-53-212 or a county executive's authority under Section 17-53-303.

17-19a-205 Accounting services.

- (1) Except as provided in Subsection (2), the county auditor shall provide accounting services for the county as established by ordinance.
- (2) The county legislative body may, by ordinance, delegate an accounting service provided for or executed on behalf of the entire county:
 - (a) to the county executive; or
 - (b) to an office's or department's officer or director.
- (3) If a county legislative body delegates an accounting service in accordance with Subsection (2), the legislative body shall make the delegation:
 - (a) in accordance with good management practice to foster effectiveness, efficiency, and the adequate protection of a county asset; and
 - (b) by considering appropriate checks and balances within county government.

17-20-1.5 Clerk of county legislative body.

The county clerk is the clerk of the county legislative body.

17-20-1.7 Clerk's duties.

The clerk shall:

- (1) record all proceedings of the county legislative body;
- (2) make full entries of all resolutions and decisions of the county legislative body on all questions concerning

the county;

- (3) record the vote of each member on any question upon which there is a division;
- (4) prepare and certify duplicate lists of all claims, showing the amount and date of each claim or order and the date of the allowance or rejection of the claim, which lists shall be countersigned by the county executive;
- (5) deliver to and leave with the county auditor one of the lists referred to in Subsection (4) and deliver to and leave with the county treasurer the other list;
- (6) file and preserve the reports of the county officers to the county legislative body;
- (7) preserve and file all accounts acted upon by the county legislative body, except such as are necessarily kept by the auditor;
- (8) preserve and file all petitions and applications for franchises, and record the action of the county legislative body on them;
- (9) authenticate with the clerk's signature and the seal of the county the proceedings of the county legislative body if the proceedings are ordered published;
- (10) authenticate with the clerk's signature and the seal of the county all ordinances or laws passed by the county legislative body, and record them at length in the ordinance book;
- (11) record all orders levying taxes;
- (12) keep at the clerk's office all county books, records, and accounts that the clerk is required by law to keep and keep them open at all times during regular business hours for public inspection; and
- (13) perform all other duties required by law or by any rule or order of the county legislative body.

17-20-4 Duties of county clerk.

A county clerk shall:

- (1) establish policies to issue all marriage licenses and keep a register of marriages as provided by law;
- (2) establish policies to ensure that the county clerk, or a designee of the county clerk who is willing, is available during business hours to solemnize a legal marriage for which a marriage license has been issued;
- (3) execute under the clerk's seal and in the name of and for the county, all deeds and conveyances of all real estate conveyed by the county;
- (4) take and certify acknowledgments and administer oaths;
- (5) keep a fee book as provided by law; and
- (6) take charge of and safely keep the seal of the county, and keep other records and perform other duties as may be prescribed by law.

20A-5-401 Official register -- Preparation -- Contents.

(1)

- (a) Before the registration days for each regular general, municipal general, regular primary, municipal primary, or presidential primary election, each county clerk shall prepare an official register of all voters that will participate in the election.
- (b) The county clerk shall ensure that the official register is prepared and contains the following for each registered voter:
 - (i) name;
 - (ii) party affiliation;
 - (iii) an entry field for a voter challenge, including the name of the individual making the challenge and the grounds for the challenge;
 - (iv) election name and date;
 - (v) date of birth;
 - (vi) place of current residence;
 - (vii) street address of current residence;
 - (viii) zip code;
 - (ix) identification and provisional ballot information as required under Subsection (1)(d); and

- (x) space for the voter to sign the voter's name for the election.
 - (c) When preparing the official register for the presidential primary election, the county clerk shall include:
 - (i) an entry field to record the name of the political party whose ballot the voter voted; and
 - (ii) an entry field for the poll worker to record changes in the voter's party affiliation.
 - (d) When preparing the official register for any regular general election, municipal general election, statewide special election, local special election, regular primary election, municipal primary election, local district election, or election for federal office, the county clerk shall include:
 - (i) an entry field for the poll worker to record the type of identification provided by the voter;
 - (ii) a space for the poll worker to record the provisional envelope ballot number for voters who receive a provisional ballot; and
 - (iii) a space for the poll worker to record the type of identification that was provided by voters who receive a provisional ballot.
- (2)
- (a)
 - (i) For regular and municipal elections, primary elections, regular municipal elections, local district elections, and bond elections, the county clerk shall make an official register only for voting precincts affected by the primary, municipal, local district, or bond election.
 - (ii) If a polling place to be used in a bond election serves both voters residing in the local political subdivision calling the bond election and voters residing outside of that local political subdivision, the official register shall designate whether each voter resides in or outside of the local political subdivision.
 - (iii) Each county clerk, with the assistance of the clerk of each affected local district, shall provide a detailed map or an indication on the registration list or other means to enable a poll worker to determine the voters entitled to vote at an election of local district officers.
 - (b) Municipalities shall pay the costs of making the official register for municipal elections.

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