

DUTIES OF THE AUDITOR'S OFFICE

Clerk to Board of Supervisors — The Auditor prepares meeting agendas and notifies the media, maintains all official records of meeting minutes, Board voting records, resolutions, contracts, and correspondence. The office publishes the proceedings and other legal notices. Supervisors meet in the Boardroom Mondays at 9:00 A.M. and other times as necessary.

County Commissioner of Elections - The auditor administers all federal, state, and local elections that take place in the county. Responsibilities include voter registrations, absentee voting, recruitment and training of precinct election officials, printing and counting ballots, receiving nomination papers and notifying voters of elections, certifying results to the state or political subdivision involved and issuing certificates of election to the proper person.

Budget — The Auditor receives and compiles budget information from the various county departments and presents it to the Board of Supervisors and monitors the budget throughout the fiscal year. Budgets of other governmental entities are filed with the Auditor such as: Schools, Cities, Townships, Agricultural Extension, Emergency Management, County Assessor, E911 Service Board, etc.

Financial Officer — The Auditor completes a “State of the County” Financial Report at the end of each fiscal year. All county payroll is distributed by this office. Claims for all services and materials rendered and charged to the various county departments are submitted to this office for payment.

Taxable Valuations — The Auditor's office tabulates the taxable valuation for each property owner in the county—this computation creates the tax rate from which each taxpayer's statement is prepared.

Overseer of the County Plats — The Auditor enters and maintains records of all real estate transfers in the county. The Auditor keeps the plat maps and transfer books current so the public can examine them and determine property ownership.

Permits — The Auditor processes beer & liquor permits for businesses in unincorporated areas once approved by the Board of Supervisors.

Custodian of Courthouse — The Auditor, under the direction of the Board of Supervisors, is responsible for the general maintenance and repair of the courthouse and handles issues involving office space and records storage.

Passport application acceptance – Auditor's office staff are certified Passport Acceptance Agents and are able to accept applications for submission to passport agencies for processing.

The above is a list of the services we provide for you in the Auditor's Office. We are happy to serve you and if you have any questions or concerns please contact us.