

Roles & Responsibilities _____ of _____ County Elected Officials



Presenters: Moscow

Jerry White, Shoshone County Assessor

Patty Weeks, Nez Perce County Clerk

Justin McLeod, Lewis County Commissioner

Josh Hall, Nez Perce County Coroner

Bill Thompson, Latah County Prosecutor

Chris Goetz, Clearwater County Sheriff

Shelley Ponozo, Lewis County Treasurer



Presenters: Pocatello

Jenny Rosin, Lemhi County Assessor

Pam Eckhardt, Bingham County Clerk

Todd Smith, Madison County Commissioner

Lucky Bourne, Minidoka County Coroner

Vic Pearson, Franklin County Prosecutor

Bart Heslington, Bear Lake County Sheriff

Kristine Lund, Jefferson County Treasurer



Presenters: Boise

Josh Dison, Elmore County Assessor

Doug Miller, Valley County Clerk

Jennifer Reibe, Payette County Commissioner

Scott Carver, Valley County Coroner

Alex Sosa, Boise County Prosecutor

Andy Creech, Payette County Sheriff

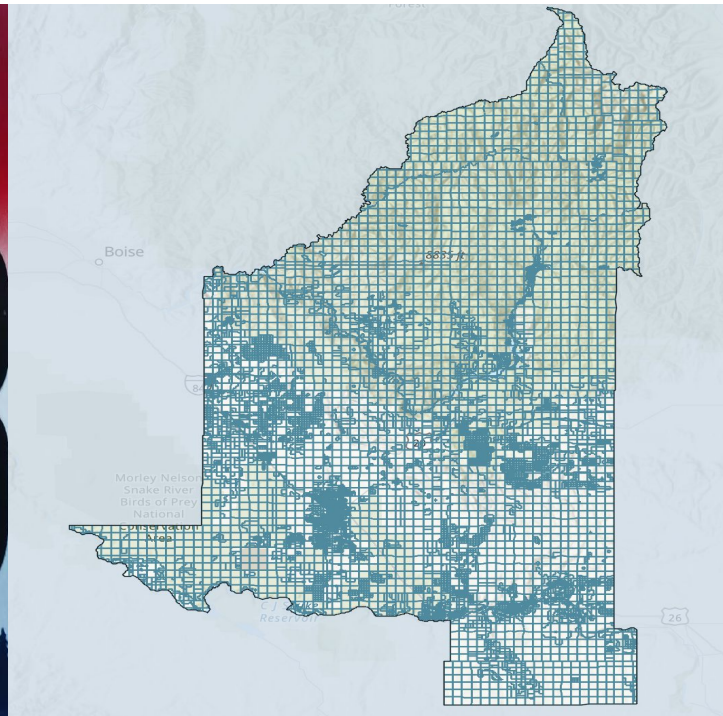
Annette Dygert, Owyhee County Treasurer



COUNTY ASSESSORS



Let's Play a Game!



County Assessor: Roles & Responsibilities

- Assess & Reappraisal of Property Values
- Title & license motor vehicles, mobile homes & other vessels
- Upon direction from Governor: register county militia members



Assessment of Property

REAL PROPERTY

- residential, including manufactured homes
- Improved/Unimproved Land
- Commercial/Industrial
- Agricultural Land
- Forest Land

PERSONAL PROPERTY

- If it's not real...it's personal (§63-601)
- Is it exempt?
 - Household goods, Intangible, Business Inventory
 - Transient
 - Less than \$250,000

Other Duties Related to Market Value & Taxes

- Mapping
 - Deed processing
 - Platting
- Valuation Appeals (Article VII, Sec. 5, Idaho Constitution)
- Processing property tax exemption applications
- Property Tax Reduction/Deferral & 100% Service-Connected Disabled Veteran Benefit

DMV: Vehicle Registration & Titles



County Assessor & BOCC

- Fixes salaries for County Assessor position (§31-816)
- Required to furnish necessary funds and personnel to carry out county valuation program (§63-314)
 - County revaluation levy (may not exceed 0.04%)
- Board of Equalization (§63-3501 & 63-503(1))



County Assessor & Other County Offices

- County Clerk
- County Treasurer
- County Sheriff
- County Prosecutor

Possible Misconceptions about the Office



- Assessors raise values because taxing districts want more money
- Assessors set property taxes
- My property should not be valued for more than I paid for it
- My value/taxes cannot increase more than 3% per year
- If my value goes up then my property taxes automatically go up

COUNTY CLERK OF THE COURT, AUDITOR, & RECORDER



County Clerk: Five Distinct Roles

Clerk of the District
Court
Chapter 10, Title 1

Clerk of the Board
of County
Commissioners
31-708

County Recorder
Chapter 24, Title 31

Auditor/Budget
Officer
Chapter 23, Title 31

Chief Elections
Officer
Title 34

Clerk of the District Court



County Recorder

- Custody of and must keep all books, records, maps, and papers deposited in their office
- Records records required by state law
 - Marriage certificates
 - Deeds
 - Wills admitted to probate
 - Death certificates
 - And more...



County Elections Officer



County Ex Officio Auditor

- County auditor serves as county budget officer
- Compiles and prepare preliminary budget
- Ensures compliance with approved budget
- Submits quarterly statements to BOCC showing expenditures and liabilities against each separate budget as well as unexpended and unencumbered balances of each budget
 - Info allows BOCC to take action to prevent deficits or excessive expenditures from appropriations provided in county budget

County Clerk & Board of County Commissioners

- BOCC fixes salary of county clerk position each year
- Clerk empowered to appoint deputies and assistants needed to carry out duties of office
- Compensation of clerk's staff determined by county budget approved by county commissioners
- As clerk of BOCC, county clerk may assign this duty to a staff member

County Clerk & Other County Offices

Many of the interactions the clerk has with other county officials were covered when discussing their five distinct roles, but here are a few more.

- All county elected officials & department heads
- County Treasurer
- County Assessor
- County Prosecutor

Possible Misconceptions about the Office



- 99% of what I do is elections
- Court clerks are the “Judge’s” employees
- Clerks can do what they want vs. upholding the law and statutes
- Clerks control local government finances

Board of County Commissioners

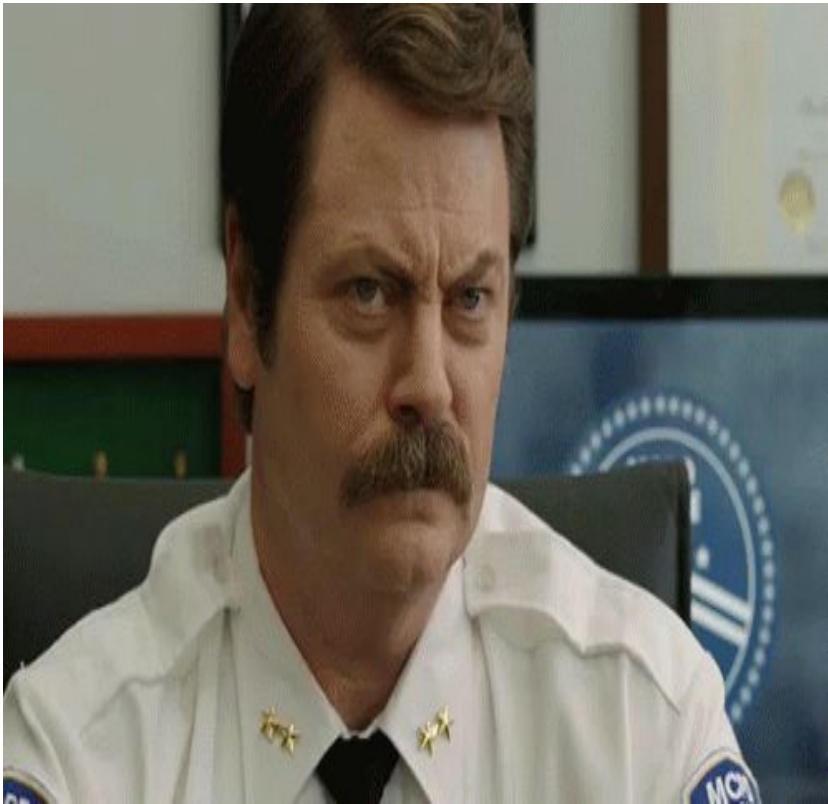


Board of County Commissioners: Roles & Responsibilities

Acts as all 3 branches of government at different times:

- Manager & Administrator
- Legislative Branch
- Quasi Judicial Branch

Possible Misconceptions about the Office



- In charge of other county elected officials
- Can raise taxes at will
- Have control over other local taxing districts
- Do not need to work with state or federal governments
- Make p & z decisions based on their gut
- Only manage infrastructure & roads

COUNTY CORONER



County Coroner: Roles & Responsibilities (Chapter 28, Title 31)

- Determining cause of death
- Disposition of the deceased
- Marshaling assets
- Acting sheriff authority
- Vacancies
- Continuing education requirements

County Coroner: Roles & Responsibilities (Chapter 43, Title 19)

- Investigates deaths in certain cases
- If death unattended by physician and cause of death indeterminate investigation must be referred to sheriff or chief of police
 - Jurisdiction based on where death occurred, not where incident occurred
- Death reporting,
- Determine necessity of autopsies,
- Release of the body, and reporting requirements.

Next of Kin Notification

- Next of Kin Database maintained by ITD DMV
- Disclosure required to Coroner & Sheriff to report death, injury or other emergency situation involving individual



County Coroners & Other County Offices

- County Sheriff (or Police Chief depending on jurisdiction)
- Public Administrator (County Treasurer)
- County Clerk: Clerk of the District Court/ County Budget Officer
- County Prosecutor
- Board of County Commissioners

Possible Misconceptions about the Office

- Coroner just comes to collect the body
- County coroners perform autopsies
- Every death falls within the coroner's jurisdiction
- The coroner distributes death certificates



County Prosecuting Attorney



Prosecutor: Roles & Responsibilities

- Co-chief law enforcement officer
- Chief legal advisor to county
- Prosecution of all major crimes for all jurisdictions
 - Prosecution of misdemeanors for counties, cities, and the state
- Represents & defends county in civil actions
- Acts as legal advisor to other county officials performing tasks in their official capacity (ex. Public administration)
- Represents the State in child protection and mental incapacity cases

Possible Misconceptions about the Office



- Cannot give legal advice to private parties
- The office does NOT supervise other elected officials including BOCC
- The office may provide legal advice and “guidance” but each elected official acts for themselves
- Prosecutors do not pronounce sentences in criminal cases, judges do

COUNTY SHERIFF

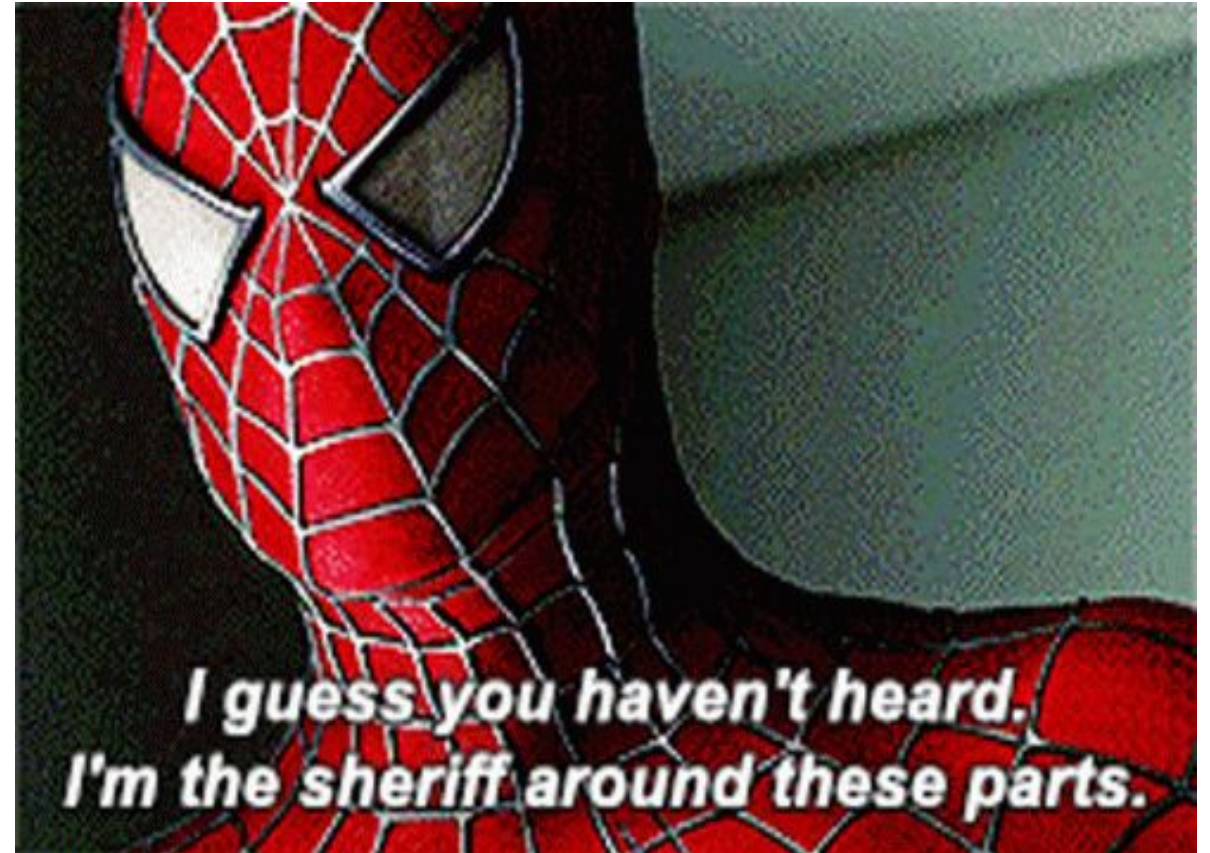


County Sheriff: Roles & Responsibilities



Duties of the Sheriff

- Preserving the Peace
- Arrests
- Preventing riots, insurrections, breaches of peace
- Attend all courts



Search and Rescue (31-2229)

- Responsible for command
- Prepare & keep “plan to command” search and rescue capabilities and resources available
- Coordinates with other agencies when needed
- Exceptions



Enforcing Penal Laws (31-2227)

- Sheriff & Prosecutor have primary duties to enforce all penal provisions
- If deemed necessary, authorized to call for assistance from local officers within the county
- Can ask for help from ISP If advice and/or assistance is needed

County Sheriffs & Other County Offices

- BOCC
- County Assessor
- County Clerk
- County Coroner
- County Prosecuting Attorney
- County Treasurer

Possible Misconceptions of the Office



- Handle any civil dispute
- Have authority over cities or elected officials
- Enforce federal laws
- Unrealistic expectations on police performance
- Qualified Immunity equals: Get out of Jail Free Card
- Can pick and choose which laws to enforce

COUNTY TREASURER



County Treasurer: Roles & Responsibilities

- County Finance Officer [Title 31, Chapter 21](#)
- County Investment Officer [Title 57, Chapter 1, §67-1210](#) & [§67-1210A](#)



County Treasurer: Roles & Responsibilities



- Tax Collector [§31-2102](#)
 - Calculates, bills, and collects property taxes, solid waste fees, and special assessments levied by taxing districts
- Ex Officio Public Administrator [§31-2102](#)
 - Acts as personal rep for intestate estates

Treasurers & Other County Offices

- Assessor
- BOCC
- Clerk
- Coroner
- Prosecutor
- Sheriff

Possible Misconceptions of the Office



- Distinction between roles of county elected officials
- All the money received from collecting counties goes to the county
- The IRS, STC, and county treasurer are all the same
- The tax collector can change the due date for tax payments

QUESTIONS?

