

CHAPTER 30: COUNTY OFFICIALS AND EMPLOYEES

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GENERAL PROVISIONS

§ 30.01 DIRECTOR OF FINANCE.

The Director of Finance is delegated all the authority and responsibility formerly vested by statute, regulation, charter and ordinance to the office of County Treasurer and the position of County Accountant. The Director of Finance may redelegate this authority and responsibility to employees in this department in an amount and manner determined appropriate.
(Ord. 95-05, passed 7-6-95)

§ 30.02 DIRECTOR OF ASSESSMENT AND TAXATION.

The Director of Assessment and Taxation is delegated all the authority and responsibility formerly vested by statute, regulation, charter and ordinance to the office of County Assessor and the position of County Tax Collector. The Director of Assessment and Taxation may redelegate this authority and responsibility to employees of this department in an amount and manner determined appropriate.
(Ord. 95-05, passed 7-6-95)

§ 30.03 DIRECTOR OF ADMINISTRATIVE SERVICES.

The Director of Administrative Services is delegated all the authority and responsibility formerly vested by statute, regulation, charter and ordinance to the office of County Clerk and the position of Director of Elections. The Director of Administrative Services may redelegate this authority and responsibility to employees of this department in an amount and manner determined appropriate.
(Ord. 95-05, passed 7-6-95)

§ 30.04 DIRECTOR OF PUBLIC WORKS.

The Director of Public Works is delegated all the authority and responsibility formerly vested by statute, regulation, charter and ordinance to the office of County Surveyor. The Director of Public Works may redelegate this authority and responsibility to employees of this department in an amount and manner determined appropriate.
(Ord. 95-05, passed 7-6-95)

§ 30.05 AUTHORITY AND RESPONSIBILITY OF OTHER COUNTY EMPLOYEES.

The authority and responsibility of all other county employees are contained in their position

description.
(Ord. 95-05, passed 7-6-95)

§ 30.06 SURETY BONDING FOR COUNTY OFFICIALS.

(A) Each member of the Fair Board shall be covered by an individual bond in an amount not less than \$10,000, or 20% of the total revenues received by the Fair in the last fiscal year, whichever is less.

(B) The Secretary of the Fair Board shall be covered by an individual bond in an amount equal to that of the Fair Board members.

(C) Other employees of the county are collectively covered by a blanket public employees dishonesty bond.
(Ord. 94-06, passed 6-1-94; Ord. 95-07, passed 10-4-95)

§ 30.07 DEFINITIONS FOR REMOVAL OF FAIR BOARD MEMBERS PURSUANT TO ORS 565.225

1. Inefficiency - inability or failure to produce desired effects and/or outcomes, with a minimum of effort, expense or waste.

2. Neglect of Duty - lack of adequate or appropriate attention, regard and/or care in connection with fair and fair board duties; failure to attend 3 consecutive meetings or 5 meetings in a calendar year.

3. Misconduct in Office - behavior or impropriety that reflects seriously and negatively on the fair or fair board, or prevents or substantially impairs the member's ability to maintain the respect needed for discharge of fair board duties; behavior not in conformity with Oregon State Statutes or prevailing standards of law; dishonesty or malfeasance; management that does not meet the minimum needs of the fair and county.

4. Incompetence - lack or loss of needed, suitable and adequate qualifications, abilities or fitness to discharge the duties of the fair board.

5. Incompatibility - lack or loss of capability to perform in reasonable harmony with fair board

members, and with others whose contributions and associations are essential to the integration and success of the fair and fair board; personality or temperament conflicts with others, to the point that it is unduly difficult for the fair board to continue normal functions in an orderly and efficient manner.

6. Dereliction of Duty - to abandon, desert or forsake a duty of the office.

7. Other Good Cause - any condition, situation, conduct or behavior that significantly impairs the ability of the member to discharge the duties of the office in a timely and suitable fashion.
(Ord. 2009-07, Passed 10-21-2009)

COUNTY NOTARIES PUBLIC

§ 30.15 CERTAIN DEPARTMENTS TO HAVE NOTARIES PUBLIC; NUMBER PER DEPARTMENT; DUTIES OF DEPARTMENT HEAD.

(A) By separate order, the Board of Commissioners will determine which departments of the county need to have notaries public appointed to perform internal department operations (not applicable to the Sheriff's Department or the District Attorney's Office). Each department head is charged with ensuring that this minimum level of notary support is achieved. In addition, department heads should determine if additional department personnel should be licensed as notaries public to allow the department to function more efficiently. (Ord. 94-13, passed 10-10-94)

(B) The Board of County Commissioners orders that the following county departments will have appointed notaries public for internal department operations in the numbers indicated:

(1) Board of Commissioners: 2 employees.

(2) Children and Families Commission: 1 employee.

(3) Human Services Division: 1 employee.

(4) Office of County Records: All employees.

(5) Planning Division: 2 employees.

(6) Public Works Department: 1 employee.

(7) Youth Services Division: 3 employees.
(Order BCC2006-06, passed 1-10-2006)

**§ 30.16 LICENSING OF COUNTY NOTARIES;
COMPLIANCE WITH LAWS; COMPLETION
OF REQUIREMENTS.**

(A) All notaries for the county will be properly licensed pursuant to Oregon law. All county notaries will comply with all laws of the State of Oregon pertaining to notaries.

(B) In addition, all notaries will complete the following process:

(1) Read ORS Chapter 194, Notaries Public, and Oregon Administrative Rules Chapter 194, Division 100, Notaries Public.

(2) Review and sign a retention agreement to provide that all notary records will be maintained by the county.

(3) Establish a notary record book in a form acceptable to the county and the State of Oregon.
(Ord. 94-13, passed 10-10-94)

**§ 30.17 INTERNAL NOTARY SERVICES;
SERVICES FOR GENERAL PUBLIC.**

(A) All county notaries will notarize acts of county officers, agents, sub-contractors, employees, or those persons doing business with the county pursuant to an agreement with the county or for the benefit of the county. Members of the public that wish to have personal documents not related to county business notarized will be referred to the Office of County Records for this service.

(B) Only the Office of County Records will perform notary services for the general public. All employees of the Office of County Records will be

licensed and will perform notary services for the public and for the internal operation of that office.
(Ord. 94-13, passed 10-10-94)

**§ 30.18 FEES; POSTING OF FEE SCHEDULE;
WAIVER OF RIGHT TO CHARGE FEE.**

(A) No county notary will charge a fee for notarizing a document pursuant to county business described in § 30.17(A). Members of the public that have personal documents, not related to county business, notarized in the Office of County Records will be charged a fee by the county, not by the individual notary, to cover the costs of this service. Housing and Urban Development Exemption Forms are exempt from the fee requirement.

(B) Fees that will be charged by the county for notarizing personal documents are specified in ORS 194.164(1) and Oregon Administrative Rules 160-100-400. No fees differing from those described in the notary statutes and rules will be charged. In accordance with ORS 194.162(3)(b) and 194.164(3) and Oregon Administrative Rules 160-100-410, the Office of County Records will display the list of notary fees contained in Oregon Administrative Rules 160-100-400 that will be charged the public for notarizing personal documents. In addition, near the posted fee schedule, the following statement will be prominently displayed: "A notary who is not licensed to practice law in the State of Oregon is not permitted to give legal advice on immigration or other legal matters or accept fees for legal advice."

(C) The county will pay all fees for county employee notary applications and the required notary stamps. The county will also provide the journals required for the conduct of county employee notary business.

(D) In accordance with Oregon Administrative Rules 160-100-420, all county notaries not charging a fee will file with the Secretary of State a statement waiving the right to charge a fee. Employees of the Office of County Records will file with the Secretary of State a statement waiving the right to personally charge a fee, but will include in the statement the fact that the county will charge notary fees for documents not associated with county business.

(Ord. 94-13, passed 10-10-94)

