

Skagit County Elected Officials

County Commissioners

Phone: (360)416-1300
email: commissioners@co.skagit.wa.us
address: 1800 Continental Place Mount Vernon, WA 98273
Web Page <https://www.skagitcounty.net/Departments/CountyCommissioners>
Members: Three, Districts 1, 2 and 3
Term: Four years

Duties: The County Commissioners' primary duty is to levy the taxes to operate the County and to adopt a balanced budget for each calendar year, including possible increases and variances, under the control of appointed department heads.

Also, within their legislative capacity, the Commissioners are responsible for adopting, amending and repealing all County ordinances (which are essentially laws of the County). These include traffic, zoning, planning and public safety ordinances, and any other ordinance concerning the general welfare of the County.

As administrators, County Commissioners are responsible for:

- Public roads and public works programs;
- Public health services;
- Planning and zoning of unincorporated areas;
- Emergency Services or civil defense programs;
- County park and recreation systems
- Other services and programs, which are not clearly the responsibility of other elected County officials.

Commissioners serve on a variety of multi-county boards, state boards, and/or national committees, with other public officials and private citizens.

Commissioners are also responsible for appointing members of many County boards and commissions (for example, the Board of Equalization, and Civil Service Commission).

Meetings: The Board of Commissioners generally meets each Monday and Tuesday for regularly scheduled agenda items. The remainder of the week is spent with individual committee assignments and constituent appointments.

A weekly Public Comment Period is scheduled every Tuesday at 11:30 a.m. to give the general public an opportunity to present concerns or discuss areas of interest with all three Commissioners.

Agendas are available on the web site in the "Agenda" section. Or you may listen to a recorded agenda for the upcoming week by calling (360)416-1316.

Commissioner sessions may be viewed live on the County web site. They are also telecast live on Comcast, Channel 21, and Wave broadband, Channel 21.

Assessor

Phone: (360)416-1780
Fax: (360)416-1790
email: assessor@co.skagit.wa.us
Address: 700 South 2nd Street, Room 204 Mount Vernon, WA 98273
Web Page: <https://www.skagitcounty.net/Departments/Assessor>
Term: Four years
Election Year: General Election 2022, 2026, etc.

Duties: The assessor acts as an agent for the Washington State Department of Revenue and is responsible for administering the property tax system for the county. This process involves establishing real and personal property values for distributing taxes for each tax district, as well as reviewing each tax district's budget request to assure all legal requirements and limitations are met. The assessor also administers and monitors compliance for recipients of tax benefit programs, such as the Senior Citizen and Disabled Exemption program and the various Current Use programs for properties used for agriculture, timber and open space.

Auditor

Phone: (360)416-1700
Address: 700 South 2nd Street Mount Vernon, WA 98273
Address: P.O. Box 1306 Administration Building, Room 201 Mount Vernon, WA 98273
Web Page: <https://www.skagitcounty.net/Departments/Auditor>
Term: Four years
Election Year: General Election 2022, 2026, etc.

Duties: In Washington State the duties of the County Auditor embrace a wide range of services to the public, including:

- **Accounting** - comprised of Accounts Payable, Payroll, and Financial Reporting
- **Accounts Payable;** The Accounts Payable division's audit function provides an independent and impartial review of invoices for legitimate expenditures of County funds. Once the auditing function is completed, the Accounts Payable division processes warrants for payment of the invoices processed for that time period.
- **Payroll;** The Payroll division is responsible for the production of the County payroll, processing the related transactions and reports, and generation of County employee pay checks.

- **Reporting;** The County Auditor's Accounting Division supports the financial reporting needs of the Board of County Commissioners, produces the Annual Financial Report, and serves an integral role in the development and implementation of the annual County budget pro-cess and production of the budget document.
- **Elections**
- **Marriage Licensing**
- **Recording;** The County Auditor's responsibility is limited to ensuring the document is legible; the document is correctly formatted; the instrument contains the document title; the indexing information is complete; the appropriate fees are collected.
- **Vehicle/Vessel Licensing**

Clerk

Phone: (360)416-1800

Address: 205 West Kinkaid Street, Room 103 Mount Vernon, WA 98273

Web Page: <https://www.skagitcounty.net/Departments/Clerk>

Term: Four Years

Election Year: General Election 2022, 2026, etc.

Duties: The County Clerk is an Executive Branch position and is the administrative and financial officer of Superior Court. Specific functions include:

Administrator of Court Records and Exhibits - The Clerk receives, processes and permanently preserves all documents presented in a Superior Court cause of action.

Financial Officer of the Court - The Clerk collects statutory fees, fines, victim restitution and trust funds. The trust account for monies received is maintained by the Clerk and disbursed upon court order.

Quasi-judicial Officer - The Clerk exercises quasi-judicial functions (to exercise discretion of a judicial nature) for the issuance of writs, subpoenas, warrants of arrest, letters testamentary and other court related orders.

Ex Officio Clerk of the Court - Under the Constitution of the Sate of Washington the Clerk has the title of "ex officio clerk of the court." This requires the Clerk's presence at all court sessions for the purpose of establishing an independent record of each hearing called "Minutes" which are available to the public. The Clerk must also be present at every court hearing or trial to receive and keep a record of all exhibits (evidence) entered by the parties.

Coroner

Phone: (360)416-1996

email: coroner@co.skagit.wa.us

Address: 116 South 11th Street Mount Vernon, WA 98273

Web Page: <https://www.skagitcounty.net/Departments/Coroner>

Term: Four years

Election Year: General Election 2022, 2026, etc.

Duties: The primary purpose of the Skagit County Coroner's Office is to determine the cause and manner of death of persons who die suddenly, violently, or unexpectedly while in apparent good health within the geographic boundaries of the county.

The Coroner's Office responds to various death scenes, confirms identification, assists with autopsies and medical examinations, locates and notifies next of kin, reviews and certifies death certificates, and carries out any other requirements regarding deaths that fall under the jurisdiction of the Coroner.

The Skagit County Coroner's Office is instrumental in the investigation of a death as well as the prevention of deaths. The Coroner's Office works with community partners to adopt a proactive approach to reducing preventable deaths.

The Skagit County Coroner's Office works with NAMUS (National Missing and Unidentified Persons System) regarding unidentified, missing, and unclaimed cases that have fallen under the jurisdiction of the Coroner. This office will disclose information about unidentified and unclaimed cases online in an effort to resolve each case.

Prosecuting Attorney

Phone: (360)416-1600

email: prosecutor@co.skagit.wa.us

Address: 605 South 3rd Street Mount Vernon, WA 98273

Web Page: <https://www.skagitcounty.net/Departments/ProsecutingAttorney>

Term: Four years

Election Year: General Election 2022, 2026, etc.

Qualifications: [Must be] a qualified elector [of their county], and [have] been admitted as an attorney and counselor of the courts of this state. (RCW 36.27.010)

Duties: The duties of Prosecuting Attorney include:

- **Criminal Division**
 - Provides assistance to the victims of crime.
 - Advises law enforcement agencies on legal and investigative matters.
 - Determines if criminal charges should be filed against a person.
 - Prosecutes criminal cases in District, Juvenile, and Superior Court, represents the State in all criminal appeals.
- **Civil Division**
 - Provides legal advice to all County departments, department heads, and elected officials.
 - Reviews Contracts and Agreements to which the County is a party.
 - Defends the County in suits filed against it.

- Files civil actions enforcing County ordinances.
- Represents the State in mental health and other civil commitment proceedings.
- **Family Support Division**
 - Handles only matters referred by the Division of Child Support.
 - Establishes paternity so the State can collect child support payments.
 - Obtains Court orders requiring nonsupporting parents to make support payments.
 - Monitors support orders for compliance.
 - Represents the State in proceedings to modify orders.
 - Defends Division of Child Support in its effort to collect child support.

Sheriff

Phone: (360)416-1911
email: sheriff@co.skagit.wa.us
Address: 600 South 3rd Street, Suite 100 Mount Vernon, WA 98273
Web Page: <https://www.skagitcounty.net/Departments/Sheriff>
Term: Four years
Election Year: General Election 2022, 2026, etc.

Qualifications:

[Must have] within twelve months of assuming office, a certificate of completion of a basic law enforcement training program which complies with standards adopted by the criminal justice training commission. (RCW 36.28.030)

Duties: The sheriff is the chief executive officer and conservator of the peace of the county. In the execution of his or her office, he or she and his or her deputies:

1. Shall arrest and commit to prison all persons who break the peace, or attempt to break it, and all persons guilty of public offenses;
2. Shall defend the county against those who, by riot or otherwise, endanger the public peace or safety;
3. Shall execute the process and orders of the courts of justice or judicial officers, when delivered for that purpose, according to law;
4. Shall execute all warrants delivered for that purpose by other public officers, according to the provisions of particular statutes;
5. Shall attend the sessions of the courts of record held within the county, and obey their lawful orders or directions;
6. Shall keep and preserve the peace in their respective counties, and quiet and suppress all affrays, riots, unlawful assemblies and insurrections, for which purpose, and for the service of process in civil or criminal cases, and in apprehending or securing any person for felony or breach of the peace, they may call to their aid such persons, or power of their county as they may deem necessary. (RCW 36.28.010)

Treasurer

Phone: (360)416-1750
email: treasurer@co.skagit.wa.us
Address: 700 South 2nd Street, Room 205 Mount Vernon, WA 98273
Mail to: P.O. Box 518 Mount Vernon, WA 98273
Web Page: <https://www.skagitcounty.net/Departments/Treasurer>
Term: Four years
Election Year: General Election 2022, 2026, etc.

Duties: The Treasurer's role is regional, focusing largely on the various taxing districts in Skagit County. Among the office's responsibilities are bill and collect all real and personal property taxes for the county, cities and districts; play a key role with our mortgage, title, real estate companies and legal community through processing of real estate excise affidavits; issue all mobile home moving permits; serve as loan administrator for the Water Quality Improvement Loan Program making low cost Department of Ecology funds available to Skagit County citizens to replace failing septic systems; carry out foreclosure, tax title and surplus property tax sales as well as the financial administration of the yearly county equipment surplus auction; perform audits on sales tax paid and motor vehicle licenses issued in Skagit County, with thousands of dollars erroneously coded being reallocated back to the county by the Departments of Revenue and Licensing; investment of all public funds.

District Court Judges

Phone: (360)416-1250
email: districtcourt@co.skagit.wa.us
Address: Larry E. Moller Public Safety Building 600 South 3rd Street Mount Vernon, WA 98273
Mail to: P.O. Box 340 Mount Vernon, Way 98273
Web Page: <https://www.skagitcounty.net/Departments/DistrictCourt>
Members: Three judges
Term: Four years
Election Year: General Election 2022, 2026, etc.

Qualifications: Registered voter of district court district and electoral district, if any; and a lawyer admitted to practice law in the state of Washington; or, in those districts having population of less than five thousand persons, a person who has taken and passed...the qualifying examination for a lay candidate for judicial officer as provided by rule of the supreme court. (RCW 3.34.060)

Duties: The District Court hears traffic infractions; misdemeanors and gross misdemeanors; civil claims to \$100,000; small claims to \$5,000; protection orders; name change petitions; dangerous dog hearings; vehicle impound hearings.

Superior Court Judges

Phone: (360)416-1200

Address: 205 West Kincaid Street, Room 202 Mount Vernon, WA 98273

Web Page: <https://www.skagitcounty.net/Departments/SuperiorCourt>

Members: Four judges

Term: Four years

Elected: General Election 2024, 2028, etc.

Qualifications: [They] shall have been admitted to practice in the courts of record of this state, or of the Territory of Washington. (WA State Constitution Art. 4 Section 17)

Duties: The Superior Court hears felony criminal; civil; dissolution and custody; juvenile court proceedings; paternity cases/adoption matters; probates; mental commitment proceedings.

