Clerk's Office

Mission Statement

The Mission of the Davis County Clerk is to serve the citizens of Davis County with excellence, upholding democracy, facilitating citizen engagement and preserving our history.

Prior Year Inputs/Outputs

12 Fulltime Staff
1 Part-time Staff

As of August 31, 2023.

4,579 Passports
1,270 Marriage License
33,164 Registration Updates
128,412 Documents Converted to Microfilm
810 Requests for Records Processed

Core Functions & Services

- Public Support and Services – Assisting the public in applying for passports and marriage licenses
- Election Administration – Administering local, state and federal elections and maintaining voter registration lists
- Record Preservation and Access – Serving as the Records Officer for the County, providing support and training to all departments in the preservation of county records, and assisting the public in requesting public records under Utah's GRAMA
- Commission Agenda and Minutes Coordination – As Clerk to the Legislative body, coordinate agenda items with all offices and departments of the county, prepare agenda for commission, support meeting logistics, keep minutes and records of the commission.

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Current Year Projected Outcomes

Legislative Management Software- We completed training and the rollout of the new Legislative Management Software (PROVOX). This was a significant county-wide rollout, and we continue to provide additional training and support as departments adjust to these changes. This system has brought some challenges as we have needed to learn new processes and have redistributed some of the workload responsibilities to the submitting departments. However this new system has brought some significant improvements to processes, records management and public accessibility to commission records.

Records Request Software – Training is nearly complete and rollout of this system will begin in September. This new system will streamline the request and response process for GRAMA requests and establishes an improved request tracking system. This brings benefits to the staff who receive and process these requests with features such as in-system redaction and benefits to the public such as searching prior requests for records.

Building Improvements – A mid-year budget change provided funding for the construction of the new election observation area which will bring greater accessibility to our citizens in being able to observe the election process and increasing the security of our facility. This project is moving very quickly and we anticipate much of it being completed before the end of the year.

Equipment - An RFP is being prepared to replace our envelope openers, these replacements will significantly improve our process time for incoming ballots as our current equipment was purchased as refurbished equipment and requires significant repair and maintenance contributing to downtime during critical processing times.

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Next Year Budget Initiatives

Increase in Election Funding - The most significant increase to our budget this year will be in election funding. This is primarily due to the presidential election cycle which will increase voter registration and voter participation. Additionally this year will have a third election.

Additional Staff – In 2012, when we moved into the new administration building, there were 9.5 FTE in the Clerks front office, today there are 6.5. We have been able to continue a high level of service with a smaller workforce because of scheduling, finding efficiency's and utilizing staff from other divisions within the office to fill the gaps. I am requesting an additional party time position to work in my front office, they would assist with all front office services and processing voter registration.

Election Equipment – Poll Pads and Poll Prints, these are IPads used at our polling locations for checking in voters and printing ballots on demand. We have been notified by our poll book vendor, that an upgrade to our IPads may be necessary as a result of Apple no longer supporting our generation of IPad. This upgrade will be needed to maintain the most current security settings.