



**KENTON COUNTY CLERK  
GABRIELLE SUMME**

***DUTIES OF THE  
COUNTY CLERK***

# HISTORY

- Kenton County established in 1840
- Constitutional Office established in 1850
- Term is 4 years.
- *WHY are there so many clerks?*

County Clerk vs. Circuit Clerk

County Clerk vs Fiscal Court Clerk

Prior to the 1978 unified state court system, the clerk served as the clerk of the juvenile, county and circuit courts.

# ABOUT THE OFFICE

- 30 Full time; 2 Part-time employees
- 2 Offices: COVINGTON & INDEPENDENCE
- Fee based Office: Per KRS 64.350 “in counties having a population of seventy thousand (70,000) or more, the salaries of the county clerks and sheriffs and of their deputies and all necessary office expenses, including the *equipping, furnishing, maintaining, and operation of the offices*, shall be paid out of the State Treasury in amounts not to exceed seventy-five percent (75%) of the fees collected by the officers respectively, and received into the Treasury.”
- Other 25% goes to Fiscal Court
- 2018 Move to Bavarian Building



# DUTIES

## *THE BIG THREE*

- ELECTIONS
- CARS
- LAND RECORDS

*BUT THERE IS MUCH MORE....*

# ELECTIONS

- Chairman, County Board of Elections (meets once a month)
  - \* Board includes Sheriff, Democratic Rep. & Republican Rep.
  - \* County Attorney serves as council
- Register and maintain voter rolls (KRS 116.045 & KRS 116.095)
- Organize Primary and General elections
  - \* currently 105 precincts
  - \* approximately 550 poll workers
- Maintain voting machines
- In-office and Mail-in Absentee voting
- Create new precincts or merge precincts
- Reapportionment & Redistricting (next census in 2020)
- 2018 ballot includes all County offices, District Judges, State Representatives, Mayors and City Councils (20 cities)



**ALWAYS  
LOOKING  
FOR  
POLL WORKERS**

# CAR REGISTRATION

- KRS Chapters 186 & 186A give the county clerk the power to title, register, renew and transfer all motor vehicles owned by persons residing in the county.
- This includes cars, motorcycles, ATV's, trucks, trailers, mobile homes and boats. *If you drive it, we can title it*
- We collect the ad valorem taxes per KRS 138.460 along with the county and city taxes assessed against the current value of the car.
- We also collect usage tax, which is 6% of the retail price, when the car is registered and titled for the first time in Kentucky or each time ownership is transferred.
- Daily, weekly and monthly reports are due to the Department of Transportation.

# DEC/JAN ISSUE

- ***JANUARY 1st*** is the assessment date for the **AD VALOREM** tax on all vehicles including cars, motorcycles, ATV's, trucks, trailers, mobile homes and boats.
- Ad Valorem tax is an ownership tax and not a usage tax. If you ***OWN IT ON JANUARY 1st***, then you ***OWE TAX*** for that year regardless of whether you sell it, fail to register it or even junk it.
- If you buy a car in December but do not register that car till January of the next year, you will be assessed the tax on that car for the previous year. At the time of registration you can either pay both years taxes, or you may defer the current year's taxes till July.
- Most renewals on standard plates take place in the month of the owner's birthday. Farm plates are renewed in March. Boat renewals take place in April. All other specialized & personalized plates are renewed in December.



# LAND RECORDS

- KRS Chapters 186, 355, 376 and 382: The clerk is responsible for recording and maintaining all documents relating to:

Deeds

Mortgages

Wills & trusts

Plats

Liens (car liens, federal & state tax liens, mechanics liens)

Bail Bonds

Lis Pendens

- We also record and maintain:
  - \*MILITARY DISCHARGE
  - \*OATHS OF OFFICE

*and that is not all .....*

# OTHER STATUTORY DUTIES

- Notary Public (KRS 423.010 and KRS 61.035)
- Marriage Licenses (KRS 402.080)
- Board of Assessment Appeals (KRS 133.125)- held in June
- Delinquent Tax Sale (KRS 134)- held in July
- Prepare county tax bills
- Franchise tax bills
- Candidate Filing Forms
- Retail Licenses (KRS 137.115) (i.e.. ice cream outlets, billiard rooms)
- Hunting and Fishing License (which is now handled by local retail outlets)

# WHAT'S NEW??

- RENEW CARS ONLINE: [www.drive.ky.gov](http://www.drive.ky.gov)
  - Over 99 plates now available online
  - Look up last year's car taxes
- MARRIAGE LICENSE SCANNED FROM 1840 TO PRESENT
- DEEDS SCANNED BACK 60 YEARS