

The following is not a complete list of services provided or records held by the following departments:

Airport (Paine Field)

Operations and management of Paine Field

For more information: <https://www.paineairport.com/>

Assessor (Property Assessment)

The primary duty of the Assessor's Office is to assess all taxable real and personal property for property tax purposes in Snohomish County. The office is also responsible for administering a variety of property tax exemption and special classification programs, such as the senior citizen/disabled person exemption and the Open Space Classification programs. It also maintains the official parcel maps for Snohomish County and calculate the levy rates for all taxing districts.

For more information: <https://snohomishcountywa.gov/2934/Assessor>

Auditor (Animal Svcs., Elections, Licensing, Recording)

The Auditor's Office provides elections, recording of real estate and other documents, licensing and animal control services.

The Snohomish County Recording Division will have the official record for real property transactions for Snohomish County, including deeds, liens, surveys etc. They are deemed "public" by statute, RCW 65.04.140, and as such, are available for searching by the public. They may be searched on our website via the Internet at <http://www.snohomishcountywa.gov/278/Recording>. They may also be viewed in person in our Recording Public Records customer service area during normal business hours (9:00am to 12:00 and 1:00pm to 5:00pm). You can also call this office at 425-388-3483 or mail your request to our office and they will perform a search for you. The fee for searching recorded documents is \$8.00 per hour. The state-governed fee for copies of our records is \$1.00 per page.

For more information: <https://snohomishcountywa.gov/176/Auditor>

Central Human Resources (Employee Svcs.)

The department's programs are for employees and their dependents, which include: employment, training, disability, civil service, compensation, employee relations, wellness and benefits.

For more information: <https://snohomishcountywa.gov/190/Human-Resources>

Civil Prosecutor

The Civil division serves as the legal advisor to all county departments and agencies and defends or prosecutes civil cases on behalf of county government.

For more information: <https://snohomishcountywa.gov/712/Civil-Division>

Clerk's Office (Superior & Juvenile Court)

Under Washington law, court records maintained by the Clerk's Office, are not subject to the Public Records Act (the "PRA"), Chapter 42.56 of the Revised Code of Washington ("RCW"). Please see *Nast v. Michels* (107 Wn.2d 300, 308, 730 P.2d 54 (1986)).

For information on how to obtain court records please contact Customer Service at 425-388-3466.

For more information: <https://snohomishcountywa.gov/177/Superior-Court-Clerk>

County Council

The Snohomish County Council is the legislative authority for the county. The county council adopts and enacts ordinances, resolutions, and motions; levies taxes; appropriates revenue; and adopts budgets for the county.

For more information: <https://snohomishcountywa.gov/172/County-Council>

District Court & District Court Clerk

Pursuant to the holdings of *Nast v. Michels*, 107 Wn.2d 300, 308, 730 P.2d 54 (1986) and *City of Federal Way v. Koenig*, 167 Wn.2d 341, 217 P.3d 1172 (2009), District Court is not an agency for purposes of the Public Records Act (PRA), Chapter 42.56 RCW, and thus is not subject to its requirements. We do however provide records pursuant to GR 31 Court Records and GR 31.1 Administrative Records as applicable. For information on requesting records from District Court, please visit our website at <http://www.snohomishcountywa.gov/574/Court-Records-Request>.

For more information: <https://snohomishcountywa.gov/194/District-Court-and-District-Court-Clerk>

Emergency Management

Provides Emergency Management services to unincorporated Snohomish County and many jurisdictions within the County.

For more information: <https://snohomishcountywa.gov/180/Emergency-Management>

Executive's Office

The executive oversees and administers county government to ensure that it meets the County Charter, state constitution, and other applicable federal, state and local laws.

For more information: <https://snohomishcountywa.gov/182/Executive>

Facilities (Bldg. Mgmt., Fleet Services)

Facilities Management is a technical support group that provides management, administration, and maintenance for Snohomish County buildings and fleet vehicles.

For more information: <https://snohomishcountywa.gov/183/Facilities-Management>

Finance (Budget & Ops, Purchasing, Risk Mgmt, Public Records Officer.)

The Finance Department manages Snohomish County's accounting, budget, purchasing, risk management services and the Public Records Officer.

For more information: <https://snohomishcountywa.gov/185/Finance>

Hearings Administration (Hearing Examiner)

The County Council appoints the administrator of the Office of Hearings Administration who also serves as the county hearing examiner. The hearing examiner provides an independent fact-finding and decision-making service for county government.

For more information: <https://snohomishcountywa.gov/189/Hearing-Examiner>

Central Human Resources (Employee Svcs.)

The department's programs are for employees and their dependents, which include: employment, training, disability, civil service, compensation, employee relations, wellness and benefits.

For more information: <https://snohomishcountywa.gov/190/Human-Resources>

Human Services

Supports services to community members such as drug and alcohol treatment, mental health counseling, services for low income households, early childhood programs, etc.

For more information: <https://snohomishcountywa.gov/191/Human-Services>

Information Technology (IT Svcs., GIS)

Administers all technology (hardware and software) for the County. It also manages the County's GIS (Geographic Information Systems) program.

For more information: <https://snohomishcountywa.gov/192/Dept-of-Information-Technology>

Medical Examiner

The primary purpose of the Snohomish County Medical Examiner'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 and who fall under the jurisdiction of the Medical Examiner. Death certificates are available through the Snohomish County Health District Office of Vital Statistics - (425) 339-5290 or www.snohd.org

For more information: <https://snohomishcountywa.gov/198/Medical-Examiner>

Ombudsman (Public Advocate)

The Office of the Ombudsman assists in finding resolutions to public complaints and concerns involving Snohomish County government.

For more information: <https://snohomishcountywa.gov/2352/Office-of-the-Public-Advocate>

Parks and Recreation

Snohomish County Parks, Recreation and Tourism Department strives to provide safe, enjoyable, attractive parks with diverse programs with responsive services which enhance our quality of life and preserve the natural and recreational resources of Snohomish County.

For more information: <https://snohomishcountywa.gov/200/Parks-Recreation-Tourism>

Planning and Development Services (Permitting, Land Use, Fire Marshal)

PDS administers zoning codes, permitting, fire marshal, long range planning, and other land use regulations. For more information: <https://snohomishcountywa.gov/201/Planning-Development-Services>

[Snohomish County Code 2.51.060](#) For expedited access to records, please contact our PDS Records Room at 425-388-3622 or submit an **INFORMATION REQUEST** form: [Information Request Form](#).

Examples of Information Requests: current and historical property permitting records including site plan, house plans, application, and permits. Review of land use files (subdivision, short plat, commercial files, zoning adjustments).

If you have specific questions concerning zoning on a piece of property or have generic questions concerning property, please submit an **ASK PERMIT TECH** request: [ASK PERMIT TECH QUESTIONS](#).

Please note that Planning and Development Services does not have septic/drain field records. You will need to contact the Snohomish Health District for these records. You can search on line through their website at <http://dave.snohd.org/>. If you are unable to locate records through their website please contact their office at [425-339-5250](tel:425-339-5250). Additional contact information for the Snohomish Health District can be located at http://www.snohd.org/Shd_MA/ContactUs.aspx.

Criminal Prosecutor

The Criminal division is responsible for prosecuting all adult and juvenile felony cases referred by county law enforcement agencies, and all misdemeanor and gross misdemeanor cases referred by the county sheriff, the State Patrol, all state agencies, and some cities who have contracted with the county for misdemeanor prosecution services.

For more information: <https://snohomishcountywa.gov/714/Criminal-Division>

Family Support Prosecutor

The Family Support Division litigates issues regarding child support in cases referred by the State Department of Social and Health Services, Division of Child Support.

For more information: <https://snohomishcountywa.gov/715/Family-Support>

Public Defense

The Snohomish County Office of Public Defense (OPD) is responsible for the administration of the assigned counsel program that provides legal defense services for indigent persons in those criminal and civil cases in which a jail sentence is a potential sanction. It is also responsible for administration of a system for providing the court with information pertaining to the setting of bail and release of offenders pending trial.

For more information: <https://snohomishcountywa.gov/199/Office-of-Public-Defense>

Public Works (Roads, Solid Waste, Surface Water)

The Public Works Department is responsible for the development and maintenance of the transportation system, disposal of solid waste generated within all of Snohomish County, and control and management of surface water quantity and quality.

For more information: <https://snohomishcountywa.gov/204/Public-Works>

Sheriff's & Corrections Offices

The Snohomish County Sheriff's Department and Snohomish County Corrections hold records regarding Sheriff's incident response and inmate records. Please note we do not hold 911 calls. Those records reside with the dispatch agency (SNOCOM or SNOPAC).

For more information: <https://snohomishcountywa.gov/210/Sheriffs-Office>

Superior & Juvenile Court (Administration)

Snohomish County Superior Court is the court of general jurisdiction, hearing all civil and criminal matters occurring within the county's boundary. Superior Court also has exclusive jurisdiction over felony cases, estate and probate matters, family law cases (including divorces and child custody hearings), and juvenile proceedings.

Access to the court's judicial administrative records is defined by GR 31.1. Administrative records are records that relate to the management, supervision, or administration of Snohomish County Superior and Juvenile Court.

Case records are records that relate to in-court proceedings, including case files, dockets, calendars, and the like. Case records are not subject to the Public Records Act (the "PRA"), Chapter 42.56 of the Revised Code of Washington ("RCW"). Please see *Nast v. Michels* (107 Wn.2d 300, 308, 730 P.2d 54 (1986)). Nor are case records considered judicial administrative records in accordance with General Rule 31.1.

Please contact the Clerk's Office at 425-388-3466 to access Superior Court case records.

Learn more about GR 31.1 here: www.courts.wa.gov/newsinfo/publication/GeneralRule31_1.pdf

For more information: <https://snohomishcountywa.gov/197/Superior-Court> & <https://snohomishcountywa.gov/195/Juvenile-Court>

Treasurer

Administers, collects, and distributes taxes for the County.

For more information: <https://snohomishcountywa.gov/211/Treasurer>