



Clerk  
00100.891.

## Mission Statement

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To ensure timely and accurate records for the Superior Court and to provide efficient, courteous, and professional service to Court staff and other customers.

## Function

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The County Clerk is an appointed department head created by the Clallam County Home Rule charter. The Clerk is the official keeper of the record, both administrative and financial for the Superior court. The Clerk certifies and copies court documents and other written instruments and prepares monthly statistical reports for the local judiciary. All financial transactions of the Superior Court are administered by the Clerk's office including court ordered trust funds, civil judgments, adult felony, and juvenile legal financial obligations. The Clerk performs jury administration for Superior Court, appeals, collection of legal financial obligations, process court orders, clerk courtroom, enter data into databases, maintains exhibits and search warrants.

## Goals

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1. To improve the quality and the perception of the quality of justice in Clallam County by identifying deficiencies in and implementing measures to improve: expedition and timeliness; equality, fairness, and integrity; accountability; public trust and confidence.
2. Identify more services or better ways of serving our customers.
3. Utilize computerized imaging versus paper files for courtroom and other activities.
4. Continue to develop/update department policies and procedures.

## Workload Indicators

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	2011 Actual	2012 Actual	6/30/13 Actual
Criminal case filings	415	420	253
Civil case filings	1,279	1,238	689
Domestic case filings	565	487	313
Mental Illness case filings	12	0	11
Probate/Guardianship case filings	34	410	259
Adoption/Paternity case filings	75	116	45

## Grant Funding Sources

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This fund receives grant revenue from the following agencies:

1. Federal Department of Health and Human Services for Child Support Enforcement
2. State Department of Social and Health Services for Child Support Enforcement

## Revenues

	2011 Actual	2012 Actual	6/30/13 Actual	2014 Budget
Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	65,790	79,063	37,027	58,000
Charges for Goods and Services	214,104	226,125	120,525	200,713
Fines and Forfeits	78,063	64,471	25,526	61,740
Miscellaneous Revenues	9,552	26,093	4,146	2,202
Other Financing Sources	0	0	0	0
Transfers In	0	0	25,000	25,000
General Tax Support	293,374	283,041	270,403	470,893
Total	\$660,883	\$678,793	\$482,627	\$818,548

## Expenditures

	2011 Actual	2012 Actual	6/30/13 Actual	2014 Budget
Salaries and Wages	451,343	461,847	313,898	507,394
Personnel Benefits	158,831	150,045	106,751	186,944
Supplies	16,360	17,636	10,366	16,200
Other Services and Charges	10,349	25,266	27,612	32,010
Intergovernmental Services	0	0	0	0
Capital Outlays	0	0	0	76,000
Interfund Payments for Services	24,000	24,000	24,000	0
Transfers Out	0	0	0	
Total	\$660,883	\$678,794	\$482,627	\$818,548

## Staffing

	2011 Budget	2012 Budget	2013 Budget	2014 Budget
Full Time Equivalents	10.27	10.80	10.80	10.55

1.5 FTE Juvenile Services employees moved under the Clerk in 2011.