



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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	2012 Actual	2013 Actual	6/30/14 Actual
Criminal case filings	420	472	223
Civil case filings	1,238	1,263	611
Domestic case filings	487	540	262
Mental Illness case filings	0	42	28
Probate/Guardianship case filings	410	418	205
Adoption/Paternity case filings	116	76	36

## 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

	2012 Actual	2013 Actual	6/30/14 Actual	2015 Budget
Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	79,063	70,174	17,565	53,000
Charges for Goods and Services	226,125	231,386	113,010	205,913
Fines and Forfeits	64,471	64,940	27,451	61,740
Miscellaneous Revenues	26,093	8,885	2,437	2,202
Other Financing Sources	0	0	0	0
Transfers In	0	25,000	25,000	0
General Tax Support	283,041	346,009	174,407	415,535
Total	\$678,793	\$746,394	\$359,870	\$738,390

## Expenditures

	2012 Actual	2013 Actual	6/30/14 Actual	2015 Budget
Salaries and Wages	461,847	513,473	237,090	495,492
Personnel Benefits	150,045	178,685	92,200	186,888
Supplies	17,636	16,552	6,409	14,700
Other Services and Charges	25,266	37,684	24,171	41,310
Intergovernmental Services	0	0	0	0
Capital Outlays	0	0	0	0
Interfund Payments for Services	24,000	0	0	0
Transfers Out	0	0	0	0
Total	\$678,794	\$746,394	\$359,870	\$738,390

## Staffing

	2012 Budget	2013 Budget	2014 Budget	2015 Budget
Full Time Equivalents	10.80	10.80	10.55	10.46

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