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# Clerk

## **Mission Statement:**

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

## **Functions:**

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. 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 and adult felony and juvenile legal financial obligations.

## **Long Term Goals:**

- To improve the quality and the perception of the quality of justice in Clallam County by identifying deficiencies in and implementing measures to improve: a) expedition and timeliness, b) equality, fairness and integrity, c) accountability, d) public trust and confidence.
- Identify more services or better ways of serving our customers.
- Utilize computerized imaging versus paper files for courtroom and other activities.

## **Short Term Objectives:**

- Continue to develop/update department policies and procedures.
- Identify and establish audit and performance measures.
- Review feasibility of a collection agency for superior court fees/fines.

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## Accomplishments in 2009:

- Updated Local Court Rules.
- Received grant monies and converted 158 microfilm reels to digital records for easier access and longer preservation of records.
- Had mechanical shelving installed in vault to accommodate more records in same amount of space.
- Developed and wrote records management plan.
- Identified and began assessing new fee for collections on criminal cases.
- Reduced office supply costs by going to letter size files instead of legal size.

## Workload Indicators:

Case Filings:	2007 Actual	2008 Actual	6/30/09 Actual	2010 Estimated
Criminal	589	554	291	575
Civil	1,269	1,234	770	1,300
Domestic	390	444	246	430
Mental Illness	7	10	6	10
Probate/Guardianship	400	345	264	350
Adoption/Paternity	164	141	72	140

## Staffing Level:

	2007 Actual	2008 Actual	6/30/09 Actual	2010 Budget
Full Time Equivalents	8.10	9.04	9.04	8.56

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## Operating Budget

### Revenues:

	2007 Actual	2008 Actual	6/30/09 Actual	2010 Budget
Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	47,385	66,731	35,564	60,300
Charges for Goods and Services	237,081	181,370	106,636	186,551
Fines and Forfeits	89,435	99,896	51,401	101,740
Miscellaneous Revenues	18,446	39,043	3,758	12,300
Nonrevenues	0	0	0	0
Other Financing Sources	0	17,124	4732	0
General Tax Support	88,762	120,511	144,199	218,922
<b>TOTAL</b>	<b>\$481,109</b>	<b>\$524,675</b>	<b>\$346,290</b>	<b>\$579,813</b>

### Expenditures:

	2007 Actual	2008 Actual	6/30/09 Actual	2010 Budget
Salaries and Wages	296,473	337,331	220,804	390,499
Personnel Benefits	105,310	130,477	86,365	139,074
Supplies	15,057	16,171	7,813	13,000
Other Services and Charges	4,957	11,161	7,308	13,240
Intergovernmental Services	0	0	0	0
Capital Outlays	35,279	5,535	0	0
Interfund Payments for Services	24,033	24,000	24,000	24,000
<b>TOTAL</b>	<b>\$481,109</b>	<b>\$524,675</b>	<b>\$346,290</b>	<b>\$579,813</b>

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## Agency Structure:

Clerk of Superior Court  
Chief Deputy Clerk  
Court Clerk II  
Court Clerk I  
Court Clerk I  
Court Clerk I \*\*

\*\* Note: State partially funded for LFO collections only