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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.
- Develop a written Records Management Plan.
- Review feasibility of a collection agency for superior court fees/fines.

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## Accomplishments in 2008:

Established more written policies and procedures for the department.  
Implemented subscription service to attorney's and other organizations.  
Reorganized office space for better use of space and efficiency.  
Arranged State Archivist to begin taking files/records to state facility.  
Obtained Grant for microfilm conversion to computer imaging.  
Updated Local Court Rules (worked with judicial staff).

## Workload Indicators:

| Case Filings:        | 2006 Actual | 2007 Actual | 6/30/08 Actual | 2009 Estimated |
|----------------------|-------------|-------------|----------------|----------------|
| Criminal             | 600         | 589         | 285            | 600            |
| Civil                | 1,063       | 1269        | 681            | 1300           |
| Domestic             | 372         | 390         | 242            | 400            |
| Mental Illness       | 12          | 7           | 5              | 6              |
| Probate/Guardianship | 335         | 400         | 200            | 400            |
| Adoption/Paternity   | 119         | 164         | 83             | 160            |

## Staffing Level:

|                       | 2006 Actual | 2007 Actual | 6/30/08 Actual | 2009 Budget |
|-----------------------|-------------|-------------|----------------|-------------|
| Full Time Equivalents | 8.10        | 8.1         | 8.98           | 9.14        |

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## Operating Budget

### Revenues:

|                                | 2006 Actual      | 2007 Actual      | 6/30/08 Actual   | 2009 Budget      |
|--------------------------------|------------------|------------------|------------------|------------------|
| Taxes                          | 0                | 0                | 0                | 0                |
| Licenses and Permits           | 0                | 0                | 0                | 0                |
| Intergovernmental Revenues     | 38,544           | 47,385           | 29,046           | 48,200           |
| Charges for Goods and Services | 183,604          | 237,081          | 91,454           | 178,152          |
| Fines and Forfeits             | 89,291           | 89,435           | 50,819           | 101,240          |
| Miscellaneous Revenues         | 17,223           | 18,446           | 29,804           | 26,940           |
| Nonrevenues                    | 0                | 0                | 0                | 0                |
| Other Financing Sources        | 0                | 0                | 0                | 0                |
| General Tax Support            | 111,926          | 88,762           | 100,331          | 237,545          |
| <b>TOTAL</b>                   | <b>\$336,362</b> | <b>\$392,348</b> | <b>\$301,454</b> | <b>\$592,077</b> |

### Expenditures:

|                                 | 2006 Actual      | 2007 Actual      | 6/30/08 Actual   | 2009 Budget      |
|---------------------------------|------------------|------------------|------------------|------------------|
| Salaries and Wages              | 315,935          | 296,473          | 195,467          | 388,853          |
| Personnel Benefits              | 53,764           | 105,310          | 72,752           | 149,484          |
| Supplies                        | 16,007           | 15,057           | 13,805           | 16,500           |
| Other Services and Charges      | 5,985            | 4,957            | 7,784            | 13,240           |
| Intergovernmental Services      | 0                | 0                | 0                | 0                |
| Capital Outlays                 | 43,977           | 35,279           | 11,646           | 0                |
| Interfund Payments for Services | 4,920            | 24,033           | 0                | 24,000           |
| <b>TOTAL</b>                    | <b>\$440,588</b> | <b>\$481,109</b> | <b>\$301,454</b> | <b>\$592,077</b> |

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## Agency Structure:

Clerk of Superior Court  
Court Operations Supervisor  
Court Clerk II  
Court Clerk II  
Court Clerk I  
Court Clerk I

Court Clerk I \*\* (limit to 19 hrs week)

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