
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. Additionally, the Clerk's office serves as an agent for the U.S. Department of State for accepting passport applications.

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.
- Continue building teamwork and cohesiveness of staff.

Accomplishments in 2007:

Purchased and installed new jury software for better customer service and more efficient service.
Established more written policies and procedures for the department.
Relocated exhibit storage for better security and control.
Completed Naturalization imaging project.
Updated Clerk's fee schedule.

Workload Indicators:

Case Filings:	2005 Actual	2006 Actual	6/30/07 Actual	2008 Estimated
Criminal	651	600	365	
Civil	1,232	1,063	740	
Domestic	394	372	216	
Mental Illness	14	12	3	
Probate/Guardianship	330	335	242	
Adoption/Paternity	149	119	109	
Passports	1,585	1,280	1,231	

Staffing Level:

	2005 Actual	2006 Actual	6/30/07 Actual	2008 Budget
Full Time Equivalent	7.29	8.10	8.10	9.04

Operating Budget

Revenues:

	2005 Actual	2006 Actual	6/30/07 Actual	2008 Budget
Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	39,968	38,544	21,202	59,440
Charges for Goods and Services	162,550	183,604	130,996	224,151
Fines and Forfeits	91,970	89,291	45,388	101,240
Miscellaneous Revenues	15,403	17,223	9,777	10,700
Nonrevenues	0	0	0	0
Other Financing Sources	0	0	0	25,000
General Tax Support	93,748	111,926	12,193	145,126
TOTAL	\$400,639	\$440,588	\$219,556	\$565,657

Expenditures:

	2005 Actual	2006 Actual	6/30/07 Actual	2008 Budget
Salaries	281,523	315,935	140,150	358,830
Benefits	29,564	53,764	47,767	131,983
Supplies	10,094	16,007	5,275	24,100
Services and Charges	5,120	5,985	3,033	13,244
Capital Outlay	0	0	0	13,500
Interfund Services	74,338	43,977	33	24,000
Other Uses	0	4,920	23,298	0
TOTAL	\$400,639	\$440,588	\$219,556	\$565,657

Agency Structure:

Clerk of Superior Court
Court Operations Supervisor
Court Operations Specialist 3
Court Operations Specialist 3
Court Operations Specialist 3
Court Operations Specialist 2
Court Operations Specialist 1
Court Operations Specialist 1
Court Operations Specialist 1 ** (limit to 19 hrs week)
** Note: State funded for LFO collections only