



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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	2008 Actual	2009 Actual	6/30/10 Actual
Criminal case filings	554	549	305
Civil case filings	1,234	1,369	801
Domestic case filings	444	458	337
Mental Illness case filings	10	13	6
Probate/Guardianship case filings	345	418	218
Adoption/Paternity case filings	141	147	71

## 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

	2008 Actual	2009 Actual	6/30/10 Actual	2011 Budget
Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	83,857	88,019	29,971	60,301
Charges for Goods and Services	181,372	184,897	95,689	205,657
Fines and Forfeits	99,899	94,458	45,809	94,740
Miscellaneous Revenues	14,044	10,634	2,864	11,902
Other Financing Sources	25,000	0	0	0
Transfers In	0	0	0	0
General Tax Support	108,151	226,632	80,356	332,858
Total	\$512,323	\$604,640	\$254,689	\$705,458

## Expenditures

	2008 Actual	2009 Actual	6/30/10 Actual	2011 Budget
Salaries and Wages	337,331	381,988	179,529	471,237
Personnel Benefits	130,477	145,196	63,812	168,781
Supplies	21,707	15,699	4,950	17,000
Other Services and Charges	11,162	10,116	6,398	24,440
Intergovernmental Services	0	0	0	0
Capital Outlays	11,646	27,641	0	0
Interfund Payments for Services	0	24,000	0	24,000
Transfers Out	0	0	0	0
Total	\$512,323	\$604,640	\$254,689	\$705,458

## Staffing

	2008 Budget	2009 Budget	2010 Budget	2011 Budget
Full Time Equivalents	9.04	9.14	8.56	10.27

\*2.0 FTE Juvenile Services employees moved under the Clerk