



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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	2010 Actual	2011 Actual	6/30/12 Actual
Criminal case filings	532	415	248
Civil case filings	1,330	1,279	645
Domestic case filings	568	565	280
Mental Illness case filings	15	12	0
Probate/Guardianship case filings	357	34	239
Adoption/Paternity case filings	120	75	62

## 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

	2010 Actual	2011 Actual	6/30/12 Actual	2013 Budget
Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	65,127	65,790	37,862	62,000
Charges for Goods and Services	191,856	214,104	110,502	178,613
Fines and Forfeits	83,810	78,063	31,604	61,740
Miscellaneous Revenues	6,990	9,552	3,568	7,202
Other Financing Sources	0	0	0	0
Transfers In	0	0	0	25,000
General Tax Support	188,671	293,374	230,652	394,266
Total	\$536,454	\$660,883	\$414,188	\$728,821

Expenditures

	2010 Actual	2011 Actual	6/30/12 Actual	2013 Budget
Salaries and Wages	366,612	451,343	268,150	491,589
Personnel Benefits	124,562	158,831	87,663	167,572
Supplies	12,640	16,360	11,376	14,000
Other Services and Charges	8,640	10,349	22,999	55,660
Intergovernmental Services	0	0	0	0
Capital Outlays	0	0	0	0
Interfund Payments for Services	24,000	24,000	24,000	0
Transfers Out	0	0	0	0
Total	\$536,454	\$660,883	\$414,188	\$728,821

Staffing

	2010 Budget	2011 Budget	2012 Budget	2013 Budget
Full Time Equivalents	8.56	10.27	10.80	10.80

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