



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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	2009 Actual	2010 Actual	6/30/11 Actual
Criminal case filings	549	532	240
Civil case filings	1,369	1,330	665
Domestic case filings	458	568	296
Mental Illness case filings	13	15	8
Probate/Guardianship case filings	418	357	180
Adoption/Paternity case filings	147	120	39

## 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

	2009 Actual	2010 Actual	6/30/11 Actual	2012 Budget
Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	88,019	65,127	28,090	64,554
Charges for Goods and Services	184,897	191,856	106,384	230,903
Fines and Forfeits	94,458	83,810	43,988	94,740
Miscellaneous Revenues	10,634	6,990	4,507	11,902
Other Financing Sources	0	0	0	0
Transfers In	0	0	0	25,000
General Tax Support	226,632	188,671	190,645	281,932
Total	\$604,640	\$536,454	\$373,614	\$709,031

## Expenditures

	2009 Actual	2010 Actual	6/30/11 Actual	2012 Budget
Salaries and Wages	381,988	366,612	249,952	480,142
Personnel Benefits	145,196	124,562	86,214	160,249
Supplies	15,699	12,640	6,625	15,200
Other Services and Charges	10,116	8,640	6,823	29,440
Intergovernmental Services	0	0	0	0
Capital Outlays	27,641	0	0	0
Interfund Payments for Services	24,000	24,000	24,000	24,000
Transfers Out	0	0	0	0
Total	\$604,640	\$536,454	\$373,614	\$709,031

## Staffing

	2009 Budget	2010 Budget	2011 Budget	2012 Budget
Full Time Equivalents	9.14	8.56	10.27	10.80

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