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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  
Court Clerk I  
Court Clerk I  
Court Clerk I

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

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