



Clerk
00100.891.

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.

Function

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.

Trends/Events

1. The County has been reimbursed \$5,048.80 in 2021 and \$2,163.61 in the first half of 2022 for Extraordinary Expenses for the Clerk's work vacating State v. Blake cases. AOC is creating a refund bureau to oversee the refund process and lift the burden of processing refunds from the counties. This is expected to be in place by June 2023.
2. 2SHB 1818 removed the Clerk's statutory authority to collect annual fees for unpaid legal financial obligations.
3. After two years; the budget proposal process for the Clerk's Child Support Grant has resumed. With state budget funding we are hopeful that our grant will be funded as proposed. In 2021 we saw a 5% decrease because of COVID-19 and an increase of 5% in 2022. Our grant funding is based on expenses and the past two years awards do not take into account salary and expense increases for the County.

Goals

1. To improve the quality and perception of justice in Clallam County by identifying deficiencies 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

	2020 Actual	2021 Actual	6/30/22 Actual
Criminal case filings	446	363	216
Civil case filings	703	635	366
Domestic case filings	362	380	143
Mental Illness case filings	166	166	84
Probate/Guardianship case filings	457	517	310
Adoption/Paternity case filings	100	130	47

Grant Funding Sources

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

	2020 Actual	2021 Actual	6/30/22 Actual	2023 Budget
Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	86,260	106,389	114,401	143,800
Charges for Goods and Services	160,428	178,828	84,867	188,260
Fines and Forfeits	19,577	14,987	6,231	21,540
Miscellaneous Revenues	2,358	4,602	2,992	1,451
Other Financing Sources	0	0	0	0
Transfers In	0	0	0	0
General Tax Support	556,608	590,792	337,281	768,583
Total	825,231	895,598	545,772	1,123,634

Expenditures

	2020 Actual	2021 Actual	6/30/22 Actual	2023 Budget
Salaries and Wages	522,679	551,548	308,996	666,059
Personnel Benefits	254,585	266,454	147,082	314,235
Supplies	8,802	9,247	4,637	14,000
Other Services and Charges	39,165	68,349	85,057	129,340
Intergovernmental Services	0	0	0	0
Capital Outlays	0	0	0	0
Interfund Payments for Services	0	0	0	0
Transfers Out	0	0	0	0
Total	825,231	895,598	545,772	1,123,634

Staffing

	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Full Time Equivalents	11.50	11.50	11.50	11.50