



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. ESHB 1169 Effective date 7/01/2023 The Crime Victim Penalty Assessment is eliminated for juvenile offender cases. Precludes the court from imposing a victim penalty upon adult defendants if the court makes an indigent finding at sentencing. This bill also eliminates the DNA fee. The Crime Victim Penalty Assessment helps to fund the Victim Witness Coordinator positions in the Prosecutor's Office.
2. E4SHB 1412 Effective 1/1/2023 Revised the time periods in which a judgment for non-restitution legal financial obligations can be enforced.
3. Equipment Replacement Fund through AOC was not funded in AOC budget. 2024 would have been the next year Clallam County could seek reimbursement through this fund.

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

	2021 Actual	2022 Actual	6/30/23 Actual
Criminal case filings	363	400	159
Civil case filings	635	786	403
Domestic case filings	380	284	155
Mental Illness case filings	166	137	49
Probate/Guardianship case filings	517	564	280
Adoption/Paternity case filings	130	86	50

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

	2021 Actual	2022 Actual	6/30/23 Actual	2024 Budget
Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	106,389	231,874	92,350	70,800
Charges for Goods and Services	178,828	170,595	89,567	192,060
Fines and Forfeits	14,987	13,440	5,425	15,140
Miscellaneous Revenues	4,602	4,511	1,550	1,451
Other Financing Sources	0	0	0	0
Transfers In	0	0	0	0
General Tax Support	590,792	535,352	344,054	800,519
Total	895,598	955,772	532,946	1,079,970

Expenditures

	2021 Actual	2022 Actual	6/30/23 Actual	2024 Budget
Salaries and Wages	551,548	608,850	294,702	678,574
Personnel Benefits	266,454	291,456	140,270	324,681
Supplies	9,247	12,412	5,362	17,525
Other Services and Charges	68,349	43,054	92,612	59,190
Intergovernmental Services	0			
Capital Outlays	0			
Interfund Payments for Services	0			
Transfers Out	0			
Total	895,598	955,772	532,946	1,079,970

Staffing

	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Full Time Equivalents	11.50	11.50	11.50	11.50