



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.

Goals

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

	2015 Actual	2016 Actual	6/30/17 Actual
Criminal case filings	475	583	236
Civil case filings	1,038	989	586
Domestic case filings	420	458	255
Mental Illness case filings	89	150	65
Probate/Guardianship case filings	425	397	257
Adoption/Paternity case filings	61	70	26

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

	2015 Actual	2016 Actual	6/30/17 Actual	2018 Budget
Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	65,230	64,060	40,649	69,403
Charges for Goods and Services	204,646	199,640	104,306	210,284
Fines and Forfeits	58,965	89,411	24,476	57,540
Miscellaneous Revenues	2,155	2,203	2,256	1,451
Other Financing Sources	0	0	0	0
Transfers In	0	0	0	0
General Tax Support	376,600	413,127	243,983	550,768
Total	\$707,596	\$768,441	\$415,670	\$889,446

Expenditures

	2015 Actual	2016 Actual	6/30/17 Actual	2018 Budget
Salaries and Wages	476,819	503,129	268,139	574,416
Personnel Benefits	186,878	196,575	102,731	245,590
Supplies	12,794	15,837	6,037	14,000
Other Services and Charges	31,105	38,251	38,763	47,540
Intergovernmental Services	0	0	0	0
Capital Outlays	0	14,649	0	7,900
Interfund Payments for Services	0	0	0	0
Transfers Out	0	0	0	0
Total	\$707,596	\$768,441	\$415,670	\$889,446

Staffing

	2015 Budget	2016 Budget	2017 Budget	2018 Budget
Full Time Equivalents	10.46	11.50	11.50	11.50

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