



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

	2016 Actual	2017 Actual	6/30/18 Actual
Criminal case filings	583	500	265
Civil case filings	989	1,048	609
Domestic case filings	458	462	195
Mental Illness case filings	150	99	75
Probate/Guardianship case filings	397	454	230
Adoption/Paternity case filings	70	66	35

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

	2016 Actual	2017 Actual	6/30/18 Actual	2019 Budget
Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	64,060	71,598	44,130	69,403
Charges for Goods and Services	199,640	201,968	104,573	214,450
Fines and Forfeits	89,411	45,268	26,174	57,540
Miscellaneous Revenues	2,203	6,574	1,569	1,451
Other Financing Sources	0	0	0	0
Transfers In	0	0	0	0
General Tax Support	413,127	502,605	309,379	539,759
Total	\$768,441	\$828,013	\$485,825	\$882,603

Expenditures

	2016 Actual	2017 Actual	6/30/18 Actual	2019 Budget
Salaries and Wages	503,129	553,460	310,222	541,913
Personnel Benefits	196,575	212,932	132,819	266,350
Supplies	15,837	14,053	4,430	14,000
Other Services and Charges	38,251	47,568	38,354	49,040
Intergovernmental Services	0	0	0	0
Capital Outlays	14,649	0	0	11,300
Interfund Payments for Services	0	0	0	0
Transfers Out	0	0	0	0
Total	\$768,441	\$828,013	\$485,825	\$882,603

Staffing

	2016 Budget	2017 Budget	2018 Budget	2019 Budget
Full Time Equivalents	11.50	11.50	11.50	11.50

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