



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. Although there hasn't been much change in the total of mental health cases filed in 2019 as opposed to the year prior, Superior Court has seen an increase in hearings for those cases that creates a higher demand for clerk staffing.
2. Due to legislation in 2018 we have seen lower amounts of legal financial obligations imposed on our indigent defendants.

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

	2017 Actual	2018 Actual	6/30/19 Actual
Criminal case filings	500	548	267
Civil case filings	1,048	1,156	528

Domestic case filings	462	446	222
Mental Illness case filings	99	134	59
Probate/Guardianship case filings	454	438	243
Adoption/Paternity case filings	66	82	33

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

	2017 Actual	2018 Actual	6/30/19 Actual	2020 Budget
Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	71,598	95,067	37,414	69,403
Charges for Goods and Services	201,968	211,812	105,865	219,450
Fines and Forfeits	45,268	51,113	18,709	52,540
Miscellaneous Revenues	6,574	4,417	3,375	1,451
Other Financing Sources	0	0	0	0
Transfers In	0	0	0	0
General Tax Support	502,605	482,728	262,087	548,492
Total	\$828,013	\$845,137	\$427,450	\$891,336

Expenditures

	2017 Actual	2018 Actual	6/30/19 Actual	2020 Budget
Salaries and Wages	553,460	536,617	250,743	556,454
Personnel Benefits	212,932	241,762	123,531	271,842
Supplies	14,053	15,876	4,179	14,000
Other Services and Charges	47,568	41,192	38,345	49,040
Intergovernmental Services	0	0	0	0
Capital Outlays	0	9,690	10,652	0
Interfund Payments for Services	0	0	0	0
Transfers Out	0	0	0	0
Total	\$828,013	\$845,137	\$427,450	\$891,336

Staffing

	2017 Budget	2018 Budget	2019 Budget	2020 Budget
Full Time Equivalents	11.50	11.50	11.50	11.50