



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 process for AOC reimbursement for extraordinary staff time as a result of the State v Blake decision is being determined. Once determined what can be reimbursed the Clerk's office will be prepared to submit our requests bringing funds back to the County.
2. Clerk's legislation picks for 2022 allow opportunity for increased revenues.
3. Legislature passed ESB 5092 providing grant funding through 2022 for the Clerk's work collecting Legal Financial Obligations.

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

	2019 Actual	2020 Actual	6/30/21 Actual
Criminal case filings	553	446	179

Civil case filings	1,036	703	366
Domestic case filings	443	362	203
Mental Illness case filings	133	166	95
Probate/Guardianship case filings	491	457	246
Adoption/Paternity case filings	82	100	69

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

	2019 Actual	2020 Actual	6/30/21 Actual	2022 Budget
Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	63,862	86,260	41,514	215,153
Charges for Goods and Services	220,353	160,428	88,741	216,450
Fines and Forfeits	27,291	19,577	8,724	33,540
Miscellaneous Revenues	6,079	2,358	1,953	1,451
Other Financing Sources	0	0	0	0
Transfers In	0	0	0	0
General Tax Support	508,186	556,608	296,175	674,548
Total	825,771	825,231	437,107	1,141,142

Expenditures

	2019 Actual	2020 Actual	6/30/21 Actual	2022 Budget
Salaries and Wages	505,831	522,679	266,879	629,077
Personnel Benefits	248,629	254,585	129,050	299,025
Supplies	11,718	8,802	3,628	14,000
Other Services and Charges	42,719	39,165	37,550	199,040
Intergovernmental Services	0	0	0	0
Capital Outlays	16,874	0	0	0
Interfund Payments for Services	0	0	0	0
Transfers Out	0	0	0	0
Total	825,771	825,231	437,107	1,141,142

Staffing

	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Full Time Equivalents	11.50	11.50	11.50	11.50