



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

	2014 Actual	2015 Actual	6/30/16 Actual
Criminal case filings	502	475	293
Civil case filings	1,113	1,038	510
Domestic case filings	473	420	222
Mental Illness case filings	59	89	88
Probate/Guardianship case filings	367	425	223
Adoption/Paternity case filings	61	61	36

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

	2014 Actual	2015 Actual	6/30/16 Actual	2017 Budget
Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	52,092	65,230	29,116	69,403
Charges for Goods and Services	202,413	204,646	99,359	208,205
Fines and Forfeits	48,364	58,965	62,200	58,540
Miscellaneous Revenues	8,415	2,155	495	11,451
Other Financing Sources	0	0	0	0
Transfers In	25,000	0	0	0
General Tax Support	459,488	376,600	231,545	524,252
Total	\$795,772	\$707,596	\$422,715	\$871,851

Expenditures

	2014 Actual	2015 Actual	6/30/16 Actual	2017 Budget
Salaries and Wages	478,945	476,819	290,536	575,198
Personnel Benefits	200,207	186,878	114,907	229,983
Supplies	15,187	12,794	9,359	17,575
Other Services and Charges	28,038	31,105	7,913	49,095
Intergovernmental Services	0	0	0	0
Capital Outlays	73,395	0	0	0
Interfund Payments for Services	0	0	0	0
Transfers Out	0	0	0	0
Total	\$795,772	\$707,596	\$422,715	\$871,851

Staffing

	2014 Budget	2015 Budget	2016 Budget	2017 Budget
Full Time Equivalents	10.55	10.46	11.50	11.50

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