

Kittitas County 2012 Preliminary Budget Narrative COUNTY CLERK

Department

	2010 Actual	2011 Budget	2012 Preliminary
Budget Totals	310,168	313,296	
# of Personnel	7	7	7

Departments Mission:

Kittitas County Clerk's Office Employees

... will efficiently maintain and protect the integrity and accuracy of the judicial records of the Kittitas County Superior Court while serving the public in a courteous, professional and timely manner.

MANDATED CLERK'S FUNCTIONS

Constitutional Offices Art. 11, § 5:

The legislature, by general and uniform laws, shall provide for the election in the several counties of boards of county commissioners, sheriffs, county clerks, treasurers, prosecuting attorneys and other county, township or precinct officers, as public convenience may require. And shall prescribe their duties and fix their term of office.

Records Management RCW 2.32.050:

Clerk of a superior court, has power to take and certify the proof and acknowledgement of a conveyance of real property. . .to administer oaths in every case when authorized by law. . .

1. To keep the seal of the court. . .
2. Record the proceedings of the court.
3. To keep the records, files and other books and papers pertaining to the court.
4. To file all papers delivered to him. . .
5. To attend the court of which he is clerk, to administer oaths, and receive the verdict of a jury in any action or proceeding therein, in the presence and under the direction of the court.
6. To keep the journal of the proceedings of the court, and, under the direction of the court, to enter its orders, judgments and decrees.
7. To authenticate by certificate or transcript, the records, files or proceedings, or any other paper appertaining thereto and filed with him.
8. To exercise the powers and perform the duties conferred and imposed upon him.
9. To publish notice of the procedures for inspection of the public records of the court.

Records by case type to be kept RCW 36.23.030:

Criminal
Civil
Probate & Guardianships
Dissolution of Marriage
Domestic Violence
Paternity & Adoptions
Child Support Collection
Juvenile Dependency
Juvenile Delinquencies
Mental Health Commitments
Judgments
Anti Harassment
Tax Warrants
Emancipation of Minors
Water Right Adjudication
Unlawful Detainers
At Risk Youth
Truancy

The clerk of the superior court at the expense of the county shall keep the following records: . . .

1. A record in which he shall enter all appearances and the time of filing all pleadings in any cause;
2. A docket of all cases pending before the court at that session in the order in which they were commenced. . .
3. A record for each session in which he shall enter the names of witnesses and jurors, with time of attendance, distance of travel. . .
4. A record of the daily proceedings of the court, and all verdicts, orders, judgments, and decisions thereof. . .
5. An execution docket and also one for a final record. . .
6. A journal in which shall be entered all orders, decrees and judgments. . .
7. A record of wills and bonds shall be maintained. . .
8. A record of letters testamentary, administration and guardianship. . .
9. A record of claims. . .
10. A memorandum of files. . .
11. Such other records as are prescribed by law and required in the discharge of the duties of his office.

Custody and Delivery of Records:

The clerk is responsible for safe custody and delivery to his successor of all books and papers belonging to his office. RCW 36.23.040

Other Mandated Duties:

Preserve every document that was filed prior to destruction of or transport to archive.

Other Duties: Archival copies of records mandated RCW 36.23.065

Prepare Convicted Felon Report RCW 10.64

Issue Restraining Order RCW 26.50, CR 65(b), RCW 10.99.040

Post legal newspapers RCW 65.16.070

Dismiss Cases for Want of Prosecution CR 41, RCW 4.56.120

Tax Liens and Warrants RCW 82.32, RCW 84.64
Change of Venue RCW 4.12.030, CrR 5.1, CrR 5.2, CR 82(d)
Court Exhibits, Reporters Notes RCW 36.23.070, RCW 2.32.290
Administer Adoption Filings & Statistics RCW 26.33
Mental illness-process applications and forward to hospital RCW 71.05, RCW 71.34
Interpleaders RCW 4.08 CR 22
Escheating RCW 7.52.170
Abatement RCW 7.48.010
Foreclosure RCW 84.64.080
Other Records Requirements RCW 40.14.070, RCW 36.23.030, RCW 36.23.070, WAC 414.24.050, GR 15
Trial Exhibits RCW 2.32.050, RCW 36.23.070, GR 15 (g)
Read Jury Verdicts RCW 4.44.370, RCW 4.44.390
Affidavit of Prejudice RCW 4.12.040, RCW 4.12.050
Track Under Advisement Cases
Vital Records RCW 70.58.210, RCW 26.09.150
Assist Pro Se Litigants with Forms RCW 26.50
Search by Birth Parents RCW 36.23.090
Provide Domestic Relation Forms RCW 26.18.220
Collect Fees RCW 4.84, RCW 36.18.020
Search Warrants CrR 2.3
Satisfy Judgments RCW 4.56.100

Appeals:

Process appeals from lower courts. Prepare appeals for court of appeals and supreme court. RALJ's, Preparing Clerk's Papers and Exhibits. RAP 9.7. **File Notice of Appeal** on behalf of defendant RAP 5.2 and RAP 5.4. **Lower Boards Boundary Review Appeals** RCW 36.93.160 **Public Assistance Appeals** RCW 74.08.080.

Accounting Functions:

Jury Demands RCW 36.18.016(3)(a)
Costs of Proceedings RCW 4.84
Collect Child Support RCW 26.09.120, RCW 36.48.090
Witness Fees RCW 2.40.010
Witness Fees and Cost Bills RCW 2.40.030, RCW 2.40.010, RCW 10.01.130, CrR 6.12
Recover Costs after Sentencing RCW 10.46.230
Investment Services RCW 36.48.090
Criminal Payments, Restitution RCW 9.94A.760
Voucher Visiting Judges, expense certificate RCW 2.08.170
Clerks Trust Funds, deposits, interest and investments, cannot be commingled RCW 36.48.090, RCW 36.48.080. Investment of Minor Settlements, Child Support, Bail, Restitution, Tendered Funds, Court Costs, Crime Victims

Administer Oaths & Approve Bonds: RCW 5.28.020, RCW 4.44.260

RCW 36.16.050 Official Bonds:

Every county official, before he or she enters upon the duties of his or her office, shall furnish a bond. . . Bonds of elective county officers shall be as follows:

- (3) Clerk: Amount to be fixed in a penal sum not less than double the amount of money liable to come into his or her hands and sureties to be approved by the judge or majority of the judges presiding over the court of which he or she is clerk; provided that the maximum bond fixed for the clerk shall not exceed in amount that required for the treasurer in a county of that class;
- (5) Members of the proper county legislative authority: Sureties to be approved by the Court Clerk and the amounts to be.

Bail Bonds RCW 4.44.470

Cash Bail RCW 7.68.035

Approve Bonds RCW 7.08.030, RCW 7.40.080, RCW 7.44.021, RCW 7.48.010, RCW 10.19.100, RCW 10.82.025, RCW 59.12.090, RCW 59.12.100, RCW 59.12.110

Official Bonds RCW 36.16.060, RCW 36,16,050

Execution of Court Orders:

Orders by Clerk CR 78(c). All motions and applications in the clerk's office for issuing mesne process, for issuing final process to enforce and execute judgments, and for other proceedings which do not require allowance or order of the court are grantable of course by the clerk.

Administer Judgments as Liens on Real Property Title RCW 4.56, RCW 4.60, RCW 4.64, RCW 4.68, RCW 4.72

Executions, Issue Writs, Order to Sheriff to seize and sell property, order to Seize and Hold RCW 6.17, RCW 6.26, RCW 61.24

Issue Attachments RCW 6.25, CR 6

Issue Garnishments RCW 6.26, RCW 6.27

Foreign Judgments RCW 6.36

Issue Letters in Probate and Guardianship Matters RCW 11.28

Issue Death Warrant RCW 10.95.160

Issue Bench Warrants RCW 7.44.021, JuCR 7.5, CrR 2.2

Issue Subpoenas RCW 13.40.100

Issue Abstract RCW 6.25.080

Issue Letters RCW 11.28.090

Attest to Fingerprints RCW 10.64.110

Issue Summons RCW 13.34.070, CrR 2.2(b)

Publish Summons RCW 13.34.080

Judgments RCW 4.64, RCW 7.04A.190, RCW 4.64.060, RCW 36.23.030, CR 54, CR 58, CR78E, RCW 60.40, RCW 8.04, RCS 9A.20.030, RCW 10.64.100

Attorney Liens RCW 4.84.010

Issue Warrant of Commitment RCW 10.70.020

Collection of Fees: RCW 36.18.12, RCW 36.18.014, RCW 36.18.016, RCW, 36.18.018, RCW 36.18.020

RCW 42.14.040 Continuity of Government – County Commissioners:

In the event enemy attack reduced the number of county commissioners of any county, then those commissioners available for duty shall have full authority to act in all matters

as a board of county commissioners. In the event that no county commissioner is available for duty, then those elected county officials, except for the members of the county board of education, as are available for duty shall jointly act as the board of county commissioners and shall possess by majority vote the full authority of the board of county commissioners.

I will address our NON-MANDATED services later in my narrative.

Departments Goals:

1. The ability to process the documents that drive Superior Court must always be the top priority of the Clerk's Office. The documents must be received, filed, entered in the state database in the correct order in the correct case number, coded for hearings to appear on the correct judge's calendar, scanned into our Liberty imaging system for permanent preservation, disseminated to the appropriate share holders and placed in the appropriate file all within a day or two of their receipt.
2. To continue the project to create electronic images of all pleadings in all files that were never microfilmed. The files are the only copy of those court cases and we must continue in our preservation efforts as we are required to permanently retain copies of all files and documents. Of the eight case types that make up the Superior Court files, four are completely done. Three are partially done and are much closer to completion than last year.
3. Now that the office has made substantial progress in having our files available in digital format, the next logical step would be the purchase of Liberty Web (the software which would allow us to put our public files on the web for users to purchase). We could sell subscriptions to our bar association, title companies and other interested users. Other counties are charging \$200 per year for one attorney and a legal assistant. Individual users would be able to purchase documents on a document by document basis. While I have casually mentioned this to the judges for consideration from Trial Court Improvement funds, nothing has been determined at this time. Without the ability for the public to view files electronically, we have no choice but to keep hard copy files available for the public's use.
4. To move into and begin utilizing new storage space which has been dedicated for this office once the jail expansion and remodel is complete. This will allow us to store our files in one location thereby reducing staff time in locating cases files which are older than 7 years.
5. To purchase RevQ software at a cost of \$3,500 for the collection deputy. Currently, RevQ is working with the Thurston County Clerk's office and the Administrative Office of the Courts to make some changes in the state system that will actually download to the software. The program would eliminate the need for manually checking all of the Defendant accounts and provide for

automated reports, reminders and contact letters/postcards. This will reduce human errors and provide additional time for the collections deputy to work on other assigned duties and tasks.

6. To add voice mail for the administrative assistant and collections deputy positions, at a cost of \$132 per year. I have deducted \$135 from my microfilm line item and added it to telephone expense to cover the cost.
7. To add a voice tree to the main incoming line to increase office efficiency and free up unnecessary phone answering and transferring of calls. The cost would be \$150 a year and I have deducted it from my travel budget and added it to telephone expense.
8. The filing deputy is retiring October 31, 2011. The plan for 2012 is to eliminate this position and create a new position funded out of the 3/10ths criminal law & justice fund. The office is moving away from paper documents and files and towards electronic filing, storage and distribution of the records kept in our office. This requires new job duties, skills and abilities than those currently in place. It is no longer enough to receive a paper document, process it and file into a hard file. Currently we receive that document, process into the Judicial Information System, and then create an electronic copy for processing, distribution and preservation. This requires new skills and duties. For example, auditing the imaging system with that of the Judicial Information System, and then storage of that image with the ability to retrieve and distribute as necessary. I have received support from the Kittitas County Superior Court in my desire to electronically file cases and pleadings and thereby alleviate the requirement to receive a paper document and then have our staff create the electronic version. A job description for this position has been submitted to Human Resources, and a meeting is scheduled with the 3/10th Committee to seek the approval of the funds necessary for the creation of this position. When 3/10th was passed by the voters it was the recommendation of the Committee at that time that the Clerk's Office receive funds for a new position in 2011. We did not seek that position last year as we did not have enough files in electronic format that necessitated the creation of a new position to receive, maintain and distribute electronic documents. We are at this point now.
9. A portion of the Clerk's files are stored on microfilm. Our current microfilm machine is old and is need of more and more maintenance each year. The company no longer has all the parts necessary for maintenance of the equipment and we have used some stop gap measures to keep the machine working. One of the down sides of microfilm is that if someone wants to view the images they have to come to the Clerk's Offices to view. We want to digitalize those documents so they are more readily available to the public. In addition, with a digital format we would have the ability to create backup copies thereby optimizing our emergency preparedness plan. Currently a portion of our filing deputy position is paid out of Auditor's O & M. With the elimination of this position, we would request that the Auditor continue to provide said funds. We would use to assist in payment of a contract with Digital Reel, a company that

would transfer all of our microfilm to a digital environment. We would pay \$1 per month for every roll of film (assuming there are 500 rolls, we would pay \$500 a month for 5 years for a total of \$30,000.) This would take care of our project to digitize our microfilm and eliminate the future need for our aging microfilm reader printer. I would dedicate the budget amount from my microfilm line item but I would still need an additional \$4,000 per year to make the contract.

Departments Accomplishments:

1. In 2011 our fee schedule was updated to make sure that the office is charging all fees that are statutorily authorized. We now charge for certified copies in addition to the writ fee. The exemption for Social Security is no longer included in the RCWs so we are charging for those copies. Free certified copies for veteran benefits are only authorized with appropriate documentation from the Veterans Administration. We now charge for issuance of civil bench warrants. While I believe these changes may not make huge revenue increases, they will make some increase.
2. We discontinued the use of Official Payments Corporation as the vendor for credit card use for our office. That company did not stand behind fraudulent use of credit cards and it can be up to a year where they can reverse the payment, which can be a significant problem and cost to the County when the payment has been applied to restitution and you have already paid the victim. Instead, we have piggybacked on the Kittitas County District Court contracts with nCourt. There is no cost to the county and less expensive user fees for small payments for copies. The reports are much clearer and easier to process thereby reducing staff time. The company will stand behind fraudulent payments and will go after the offender so the county does not have to absorb reversed payments.
3. We have managed to complete the scanning of our domestic files which were not stored on microfilm and were processed prior to us creating electronic copies of all documents. We now have electronic copies of those documents which allow for ease in distribution and preservation of our records as required by statute. We have made significant process with our juvenile criminal and dependency files.
4. We have successful worked with an audit program allowing use to compare entries in our scanning software with that of the Judicial Information system. With the addition of the records deputy position referenced above we will be able to maintain that program and work in on a monthly basis, thereby reducing errors and omissions in our systems.
5. Our purchase of the digital camera and printing system that allows us to take our passport photos here in the office has been well received and we are receiving a revenue stream for this service.
6. We continue to follow through with ways to enter the paperless world and still have everything we need to do business:

- With the purchase of the option for our imaging system that allows us to export our images in a PDF format, we are able to comply with a new procedure put in place by the Court of Appeals that allows the electronic transmission of Clerk's Papers. This saves us paper, copier and postage costs.
- We are no longer making a copy of our remittance reports and cash tax submittals to the Treasurer. We scan the original and save it to the network. If the state auditor needs a copy when we get audited, we will print it at that time. We need to keep them for 6 years and then we can delete it from the network.
- I submit a copy of my child support billings for each month electronically to the auditor's accounting technician that monitors the child support grants as well as the State remittance we receive for payment.
- We email requested documents rather than making hard copies. The requestors like the faster service. The fee for electronic copies is 25 cents per page. When we receive payment, we process their request.
- We email support documents to the Division of Child Support rather than faxing or sending certified copies.
- Beginning in 2009, we no longer put tax warrants in file folders. They still get their individual case numbers (we started at 09-2-01000-0) but they go into a file drawer by the month. We will box them accordingly when they are removed from the drawers. If anyone needs to see them, we are relying on the scanned image. Based on 2008 number counts, it should save us 300 file folders per year.
- We work a modified 4/10 schedule. Because we have to be available to clerk Drug Court on Tuesday nights each week, the employee who is working 4/10 that week is automatically the drug court clerk for that week. It allows us to do some projects that are difficult with public interaction and it helps us avoid paying overtime or comp time because of our drug court responsibility.
- For collection administrative hearings, we now send notice by postcard rather than a letter, thereby saving paper, envelope and postage costs.
- We are no longer putting case type 6 into separate folders. We have just clipped them together and filed in one purple folder labeled 2009.
- All wire intercept documents are being forwarded electronically to the judges instead of giving them a hard copy.

- We have reduced the number of calendars we print. We now post on the website,
- We only make one copy of electronic remittances to be included with our deposit slips to balance our bank account and save an electronic copy.
- We are making our own exhibit tags instead of ordering them
- We no longer print daily JIS reports of the new case list or judgment audit reports. We save them from our state system to the network and email them from there to the parties that need them. (Court administrator, title companies, etc.)
- We are using labels that we print ourselves for large envelopes that we send routinely, (i.e. passport applications).

2012 Budget issues:

Expenses - I believe that we can live within our proposed expense budget. It is extremely tight but we are exceptionally frugal. The Board indicated that they did not want an increase in expenses for this year. While I still want to look at purchasing LibertyWeb for \$7,000 and RevQ for \$3,500, I did not add to my expenses.

Revenues - are a bit more complex. In reviewing the amounts we had proposed last year, we do seem to be on track. Additional revenue to us began in July of this year. The Judicial Stabilization Surcharge which has been in place for the last two years was renewed this year for two additional years with a slight change. Now 25% of the \$30 surcharge will come to the county. While I do not believe this will be a lot of money, it will still be an increase.

NON-MANDATED SERVICES:

There are only three services Clerk's can perform that are not mandated by RCW. These services are also the only services Clerk's can use to generate revenue.

1. Collections

Collections continue to be an ongoing priority. Sometimes our collection percentages provided by the state are unfairly compared to those of the district courts. At the district court level collections are combined between traffic and criminal. The majority of citizens that get a traffic ticket, pay it without court intervention. Criminal defendants will pay their district court obligations before they pay Superior Court because their district court account will affect their driver's license. Also, the state does not impose interest on district court obligations as it does on Superior Court which totally skews the percentage rates of collections. I know some Board members feel that all collection efforts should go to a collection agency. We have used an agency in the past and have found that we do better on our own. An agency adds 35% to the bill for their fees along with additional

interest on the 35%. Some of our defendants are truly indigent, some have not changed their lifestyle, some have not accepted responsibility for their mistakes but many are truly trying to turn their life around. We have had truly indigent defendants work with us to make minimal payments and eventually get their obligation paid in full. We have had drug users who finally get a grip on their life, and have paid their obligations in full. We have had those defendants who believe their errors were someone else's fault brought up short by a loved one who says I am not spending the rest of our lives with you in trouble-----get it taken care of-----and they have.

By far our best tools are bench warrants with a cash only amount to be applied to the legal financial obligations. When a bench warrant is issued it affects SSI benefits and other types of benefits that the defendant has fought long and hard to get. We receive lots of calls when a person is a little late letting us know that the payment has been mailed so they won't have a bench warrant issued for them. Our change in our bench warrant policy of asking for a \$500 cash bail has been working. More people are able to bail out, their case is set on the court calendar for the next Monday, if they do appear the judge will hear their argument as to why the money should be returned to them. On a very few occasions, the court has ordered the money released to the payer. Usually when the defendant hears the money will go to reduce what they still owe, they do not even bother coming to court. Defendants also have the ability to ask for the warrant to be quashed prior to arrest. Our collections deputy requests a substantial payment which must be received before she will present the Order to Quash the Warrant. We have more people paying, but with the slow economy, many payments are smaller.

Our concerns if we cease to do collections are 1. If you have no collection program, you cannot take the almost \$12,000 every two years from the State of Washington. 2. If you have no collection program you cannot assess the collection reimbursement fee that adds additional revenue, almost \$6,000 so far this year and 3) the total collected from criminal and juvenile defendants will decrease to the level it was before the clerk's took over collections from Department of Corrections. A collection agency holds no fear for most defendants because most of their life is in collections and they could care less whether or not their credit is bad. We get a lot of phone calls asking to be sent to a collection agency because the defendant wants to relieve their anxiety about getting a warrant.

With very little jail time being given, no probation unless you are a sex offender, drug offender or have a violent crime against a person, the only accountability for wrong doers is the monetary obligations they face. If no one tries to collect the money, there is no penalty for committing a crime. An intake with DOC does nothing to hold the defendant accountable. Just make everything legal, and save us all a lot of time and money. Or, be realistic and understand that the collections program is bringing in more money than before it was established. We have more defendants paying and getting paid off than ever before even though some of them cannot pay large amounts. Remember, it is not about the money, it is about accountability and taking responsibility for your actions.

2. Passport acceptance

We continue to accept passport applications. The numbers are down some as more and more people have received them but it is a service that we offer our citizens and with the purchase of the passport photo camera, it is generating more revenue. I have discussed passports to a larger extent previously.

3. Court Facilitator

We currently do not have a court facilitator. I know that the court would like one to ease the process and they certainly do have the ability to institute the facilitator service. If they did, we could still charge the facilitator surcharge on filing fees. We have had a person volunteer to become a facilitator but also wants to be more than a paper completion person which is basically what a facilitator is. I am uncomfortable with a volunteer working in such a complex situation under my umbrella when I really have no way to make them accountable and it impacts my liability. I would certainly be supportive of the court taking on a facilitator but I truly have no interest in doing it myself.

We continue to put our service to the customers as our primary duty and I believe we do it well. We will do what we must.



Job Description

Kittitas County, Washington

TITLE: RECORDS DEPUTY

ALT. TITLE

MODIFIED 04/01/11
REVIEWED

REPORTS TO: The Records Deputy position reports to the Clerk and works under the direction of the Clerk and the Administrative Assistant.

DEPARTMENT: CLERK

JOB SUMMARY: The Records Deputy is responsible for creating and maintaining the electronic images of the Superior Court case files. This position will work closely with the Clerk in establishing an electronic filing system procedure for the office.
This position works under the guidance of State and Federal regulations, and County policies and procedures.

CATEGORY:	Full Time	OCCUPATION CODE	
AFFILIATION	Courthouse Union	WORKWEEK BASIS:	40 Hours
FLSA STATUS:	Non-Exempt	DRS ELIGIBILITY:	PERS

CLASSIFICATION DISTINCTIONS

This classification is the only Record Deputy level within the Clerk's Office.

ESSENTIAL FUNCTIONS:

- Responsible for auditing the Superior Court electronic case files with the SCOMIS system maintained by the Administrative Office of the Courts on a monthly basis.
- Responsible for verifying electronic images created on a daily basis.
- Responsible for maintaining and updating the Liberty software including adding/deleting users, creating security settings, document requests.
- Responsible for creating, processing, and storage of all electronic images of the Superior Court case files.
- Responsible for processing electronic copies of pleadings and/or files to the Court of Appeals and Supreme Court.
- Responsible for processing electronic copies of case files pursuant to orders on change of venue.
- Responsible for maintaining electronic records of all court proceedings and making available to the Superior Court Reporter.
- Responsible for working with the Judicial Department to provide electronic copies of case files
- Responsible for creating and maintaining an electronic filing system to accept new case files and/or pleadings.

OTHER FUNCTIONS:

- Use basic office equipment such as fax machine, typewriter, computer, copy machine, date stamps, calculator and phone to complete daily assigned tasks.
- Assist the public with locating electronic and hard copies of case files.
- Assist office staff with processing passports, collecting applicable fees, and answering phones.
- Enter payments into the system.
- Produce copies for the public and by special request for attorneys or other legal entities.
- Assist the office staff with filing into case files
- Any and all other duties as assigned by the Administrative Assistant and/or the Clerk.

MINIMUM QUALIFICATIONS:

- A high school diploma or the equivalent thereof.
- One year's experience working in a similar position for a public or private agency.
- A criminal history background check will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES:

- Basic computer knowledge in Microsoft Office programs and experience with word processing, spreadsheets and databases.
- Ability to quickly learn computer imaging programs and other programs specific to the office or County.
- Ability to multi-task and handle interruptions while working with complex and/or time-sensitive projects.
- Strong written and verbal communication skills.

PREFERRED QUALIFICATIONS:

WORKING CONDITIONS:

Work is performed in a standard office setting. Ability to sit, stand, walk, climb, stoop, kneel, crouch, crawl, grasp, and reach with arms and legs. Must have ability to lift push, pull, or move up to 50 lbs. and occasionally higher with assistance. Must have close, distance, and peripheral vision, depth perception, ability to adjust focus, and the ability to read printed materials, computer screens, and monitors. Must also have hearing and speech to communicate in person and over the telephone. Safety rules and regulations must be adhered to at all times.

The work schedule is maintained during normal office hours.

Periodic travel may be required for on-going training opportunities and seminars.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PREPARED & REVIEWED BY:

(Must be completed with all revisions of the job description. A copy will be returned to supervisor.)

Supervisor Name & Title	Date
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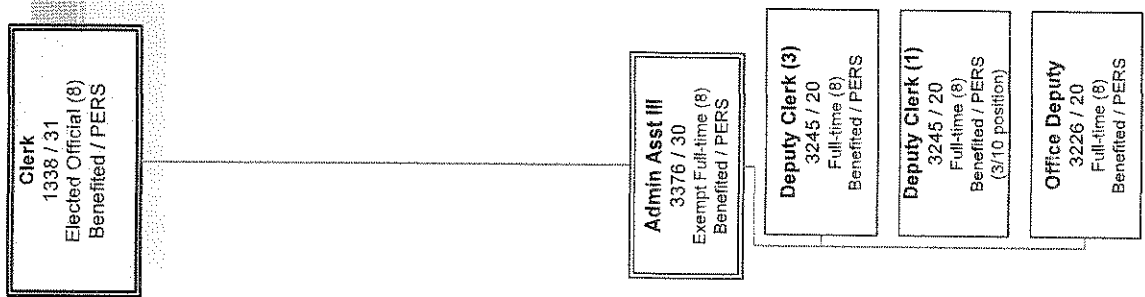
HR Representative Name & Title	Date
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EMPLOYEE ACKNOWLEDGEMENT:

I understand the job duties and responsibilities contained within this position description and as described by the immediate supervisor.

Employee Name	Date
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0015 Clerk's Office Organizational Chart



Updated 3/12/2010

Fnd 001 GENERAL FUND

	2010 ACTUAL	2011 AMENDE BUDGET	2011 ACTUAL	2012 DEPT REV	2012 ADDL REDUCTION	2012 PRELIM BUDGET	2012 PRELIM %
Dpt 0015							
SAC 33393	13,195-	22,067-	8,642-	17,453-		17,453-	26.4-
SAC 33404	2,293-	3,811-	1,522-	3,032-		3,032-	25.7-
SAC 33601	5,787-	6,568-		5,797-		5,797-	13.3-
SAC 34123	49,378-	56,000-	40,431-	56,000-		56,000-	
SAC 34129	9,106-	7,500-	6,161-	7,500-		7,500-	
SAC 34134	37,891-	39,000-	32,325-	30,000-		30,000-	30.0-
SAC 34137	24-		13-				
SAC 34165	10,079-	8,500-	6,597-	8,500-		8,500-	
SAC 34199	15,430-	18,000-	15,185-	19,000-		19,000-	5.3
SAC 34210	2-		3-				
SAC 34237	18-		388-				
SAC 35130	10,637-	14,000-	8,505-	1,400-		1,400-	900.0-
SAC 35180	21,593-	25,700-	16,713-	25,200-		25,200-	2.0-
SAC 35190	11,422-	15,000-	10,201-	15,000-		15,000-	
SAC 35191	412-	500-	207-	500-		500-	
SAC 35720	119-		98-				
SAC 35721	771-		462-				
SAC 35722	93-		188-				
SAC 35723	48,445-	51,000-	35,485-	50,500-		50,500-	1.0-
SAC 36111	983-	500-	45-				
SAC 36119	9-						
SAC 36140	6,276-	8,000-	1,845-	4,000-		4,000-	100.0-
SAC 36981	7-		99-				
SAC 36990	136-						
Dpt 0015	244,105-	276,146-	185,115-	243,882-		243,882-	13.2-

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Transaction status 1
Rounding to Whole Dollars

2010 2011 AMENDE 2011 2012 DEPT 2012 PRELIM2012 ADJUST 2012 ADDL 2012 PRELIM %
ACTUAL BUDGET ACTUAL ADDITIONAL REDUCTION REDUCTION BUDGET

Fnd 001	GENERAL FUND	2010 ACTUAL	2011 AMENDE BUDGET	2011 ACTUAL	2012 DEPT	2012 PRELIM2012 ADJUST	2012 ADDL	2012 PRELIM %
Sub 001	GENERAL FUND							
Dpt 0015	CLERK							
BAC 333	INDIRECT FEDERAL G							
1 1533393563	CHILD SUPPORT	13,195-	22,067-	8,642-	17,453-			17,453- 26.4-
BAC 333	INDIRECT FEDERAL G	13,195-	22,067-	8,642-	17,453-			17,453- 26.4-
BAC 334	STATE GRANTS							
1 153340460	CHILD SUPPORT	2,293-	3,811-	1,522-	3,032-			3,032- 25.7-
BAC 334	STATE GRANTS	2,293-	3,811-	1,522-	3,032-			3,032- 25.7-
BAC 336	STATE ENTITLEMENTS							
1 15023360120	COURT COST REI	5,787-	6,568-		5,797-			5,797- 13.3-
BAC 336	STATE ENTITLEMENTS	5,787-	6,568-		5,797-			5,797- 13.3-
BAC 341	GENERAL GOVERNMENT							
1 1534123	CIVIL, DOMESTI	2,718-		910-				
1 153412300	DOMESTIC FILLN	46,660-	55,000-	36,427-	55,000-			55,000-
1 153412301	CIVIL, DOMESTI			67-				
1 153412305	UNLAW DETETION		1,000-		1,000-			1,000-
1 153412336	58 JST-SC25% L			172-				
1 153412351	58 JST-SC9CIVI			916-				
1 153412900	OTHER FILINGS	2,250-	1,000-	123	1,000-			1,000-
1 153412902	MODIFICATION F	1,404-	1,500-	1,136-	1,500-			1,500-
1 153412904	TAX WARRANT FI	5,452-	5,000-	4,744-	5,000-			5,000-
1 153413400	CLERK RECORD S	28,272-	30,000-	20,729-	30,000-			30,000-
1 153413401	ARB DE NOVO FE			40-				
1 153413403	SUPERIOR COURT	31-		348-				
1 153413702	CRIME LAB ANAL	24-		12-				
1 153416500	FEE COPIES	10,079-	8,500-	6,297-	8,500-			8,500-
1 153419900	PASSPORTS	12,695-	15,000-	10,925-	15,000-			15,000-
1 153419901	PASSPORTS PHOT	2,735-	3,000-	3,620-	4,000-			4,000-
1 15023413404	COURT COST REI	9,588-	9,000-	9,234-				25.0
BAC 341	GENERAL GOVERNMENT	121,908-	129,000-	95,453-	121,000-			121,000- 6.6-
BAC 342	SECURITY OF PERSON							
1 153421012	DOC DNA COLLEC	2-		3-				
1 153423700	BOOKING FEES -	18-		380-				
BAC 342	SECURITY OF PERSON	20-		383-				

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Transaction status 1
Rounding to Whole Dollars

2010 2011 AMENDE 2011 2012 DEPT 2012 PRELIM 2012 ADJUST 2012 ADDL 2012 PRELIM %
ACTUAL BUDGET ACTUAL ADDITIONAL REDUCTION REDUCTION BUDGET

Fnd 001	GENERAL FUND	2010 ACTUAL	2011 AMENDE BUDGET	2011 ACTUAL	2012 DEPT	2012 PRELIM	2012 ADJUST	2012 ADDL	2012 PRELIM %
Sub 001	GENERAL FUND								
Dpt 0015	CLERK								
BAC 351	SUPERIOR COURT-FEL								
1 153513000	CRIMINAL FILIN	10,637-	14,000-	8,208-	1,400-	1,400-			900.0-
1 153518000	CRIME VICTIM P	516-	1,000-	169-	500-	500-			100.0-
1 153518001	CRIME VICTIM P	18,226-	22,000-	14,072-	22,000-	22,000-			
1 153518002	CRIME VICTIM/O	171-	200-	26-	200-	200-			
1 153518003	CRIME VICTIM P	2,679-	2,500-	1,797-	2,500-	2,500-			
1 153519000	OTHER FELONY P	11,422-	15,000-	10,008-	15,000-	15,000-			
1 153519104	FINES JUVENILE	412-	500-	38-	500-	500-			
BAC 351	SUPERIOR COURT-FEL	44,063-	55,200-	34,319-	42,100-	42,100-			31.1-
BAC 357	CRIMINAL COSTS								
1 153572000	SUPERIOR COURT	119-		98-					
1 153572100	JURY DEMAND CO	771-		462-					
1 153572200	WITNESS COSTS	93-		169-					
1 153572300	COURT APPOINTE	47,891-	50,000-	34,184-	50,000-	50,000-			100.0-
1 153572302	JUVENILE PUB D	555-	1,000-	37-	500-	500-			
BAC 357	CRIMINAL COSTS	49,428-	51,000-	34,951-	50,500-	50,500-			1.0-
BAC 361	INTEREST EARNINGS								
1 1536119	INVESTMENT SER	9-							
1 153611101	COURT INVESTME	983-	500-	28-					
1 153614002	SUPERIOR COURT	3,138-	4,000-	906-	2,000-	2,000-			100.0-
1 153614004	INTEREST ON AC	3,138-	4,000-	911-	2,000-	2,000-			100.0-
BAC 361	INTEREST EARNINGS	7,268-	8,500-	1,844-	4,000-	4,000-			112.5-
BAC 369	OTHER MISCELLANEOU								
1 153698100	OVER & SHORT	7-							
1 153699001	OVER AND SHORT	22-							
1 1536990060	MISCELLANEOUS	114-		55-					
BAC 369	OTHER MISCELLANEOU	143-		64-					
Dpt 0015	CLERK	244,105-	276,146-	177,177-	243,882-	243,882-			13.2-
	Report Final Totals	244,105-	276,146-	177,177-	243,882-	243,882-			13.2-

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Transaction status 1
Rounding to Whole Dollars

Dpt 0015	GENERAL FUND	2010 ACTUAL	2011 AMENDE BUDGET	2011 ACTUAL	2012 DEPT ADDITIONAL REDUCTION	2012 ADDL REDUCTION	2012 PRELIM BUDGET	2012 PRELIM % REDUCTION	2012 PRELIM % BUDGET
Dpt 0015	CLERK	210,104	212,178	160,524	244,262	244,262	244,262	13.1	13.1
Sob 1001	SALARIES	15,900	16,232	12,120	18,686	18,686	18,686	13.1	13.1
Sob 1002	OVERTIME	1,116	1,621	935	1,745	1,745	1,745	7.1	7.1
Sob 2001	FICA/MEDICARE	11,156	14,862	9,509	20,213	20,213	20,213	26.5	26.5
Sob 2002	MEDICAL AID/LABOR INDU	43,008	42,718	32,039	50,400	50,400	50,400	15.2	15.2
Sob 2003	RETIREMENT	914	650	494	1,149	1,149	1,149	43.4	43.4
Sob 2006	MEDICAL BENEFITS	2							
Sob 2006	UNEMPLOYMENT	4,062	3,500	1,468	3,500	3,500	3,500		
Sob 2017	L&I VOLUNTEERS	1,255	964	963					
Sob 3101	OFFICE SUPPLIES	61							
Sob 3101	MINOR COMPUTER	78	771	92	1,600	1,600	1,600	51.8	51.8
Sob 3564	MINOR MISCELLANEOUS EQ	170	200	92	200	200	200		
Sob 3569	PROFESSIONAL SERVICES	958	1,100	814	1,382	1,382	1,382	20.4	20.4
Sob 4114	MICROFILMING	16	200	128	200	200	200		
Sob 4127	CONTRACTED SHREDDING		1,600	810	1,450	1,450	1,450	10.3	10.3
Sob 4201	TELEPHONE		1,500	621	1,500	1,500	1,500		
Sob 4202	POSTAGE								
Sob 4301	TRAVEL	4,090							
Sob 4401	ADVERTISING	3,592							
Sob 4504	OFFICE EQUIPMENT LEASE	600	750	600	750	750	750		
Sob 4601	INSURANCE	2,114	1,500	1,578	1,500	1,500	1,500		
Sob 4803	EQUIPMENT REPAIRS & MA	3,166	4,200	8,702	4,200	4,200	4,200		
Sob 4809	COMPUTER SOFTWARE MAIN	200	250	200	250	250	250		
Sob 4902	DUES & SUBSCRIPTIONS	645	500	144	500	500	500		
Sob 4906	REGISTRATION/TRAINING	20			20	20	20	100.0	100.0
Sob 5301	INTERGOVT TAXES & OPER	835	4,000	937	4,000	4,000	4,000		
Sob 7501	CAPITAL LEASES - PRINC	133	500	63	500	500	500		
Sob 9201	INTERFUND TELEPHONE	2,677	3,500	1,408	3,500	3,500	3,500		
Sob 9202	INTERFUND POSTAGE								
Dpt 0015	CLERK	307,076	313,296	234,208	361,507	361,507	361,507	13.3	13.3

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Transaction status 1
Rounding to Whole Dollars

Fnd Dpt	GENERAL FUND CLERK	Sub Div	2011 AMENDE BUDGET	2011 GENERAL FUND ACTUAL	2012 DEPT ADDL ADDITIONAL REDUCTION	2012 PRELIM2012 ADJUST REDUCTION	2012 PRELIM BUDGET
Obj 510	SALARIES AND WAGES						
1 1551001	SALARIES		158,420	120,491	176,290		176,290 10.1
Obj 510	SALARIES AND WAGES		158,420	120,491	176,290		176,290 10.1
Obj 520	PERSONNEL BENEFITS						
1 1552001	FICA		11,950	9,090	13,486		13,486 10.1
1 1552002	MEDICAL AID\IA		781	646	1,163		1,163 7.1
1 1552003	RETIREMENT		8,412	7,135	14,589		14,589 23.9
1 1552004	MEDICAL BENEFI		29,878	22,189	33,600		33,600 11.9
1 1552006	UNEMPLOYMENT		594	417	716		716 41.8
1 1552017	L&I VOLUNTEERS		2				
Obj 520	PERSONNEL BENEFITS		51,616	39,380	63,554		63,554 14.5
Obj 531	OFFICE AND OPERATING S						
1 1553101	OFFICE SUPPLIE		4,062	1,361	3,500		3,500
Obj 531	OFFICE AND OPERATING S		4,062	1,361	3,500		3,500
Obj 535	SMALL TOOLS/MINOR EQUI						
1 1553564	MINOR COMPUTER		206				
1 1553569	MINOR MISCELLA		1,255	964	963		
Obj 535	SMALL TOOLS/MINOR EQUI		1,461	964			
Obj 541	PROFESSIONAL SERVICES						
1 1554101	PROFESSIONAL S		61				
1 1554114	MICROFILMING		78	771	1,600		1,600 51.8
1 1554127	CONTRACTED SHR		170	200	200		200
Obj 541	PROFESSIONAL SERVICES		309	92	1,800		1,800 46.1
Obj 542	COMMUNICATIONS						
1 1554201	TELEPHONE		958	732	1,382		1,382 20.4
1 1554202	POSTAGE		16	128	200		200
Obj 542	COMMUNICATIONS		974	860	1,582		1,582 17.8
Obj 543	TRAVEL						
1 1554301	TRAVEL		1,600	810	1,450		1,450 10.3-
Obj 543	TRAVEL		1,600	810	1,450		1,450 10.3-

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Transaction status 1
Rounding to Whole Dollars

Fnd Dpt	GENERAL FUND CLERK	Sub Div	2010 ACTUAL	2011 AMENDE BUDGET	2011 GENERAL FUND CLERK ACTUAL	2012 DEPT ADDL 2012 PRELIM BUDGET	ADJUST ADDL 2012 PRELIM BUDGET	REDUCTION REDUCTION BUDGET
Obj 544	ADVERTISING		4,090	1,500	621	1,500		1,500
1 1554401								
Obj 544	ADVERTISING		4,090	1,500	621	1,500		1,500
Obj 545	OPERATING RENTAL/LEASE		3,592	4,000				
1 1554504	OFFICE EQUIPME		3,592	4,000				
Obj 545	OPERATING RENTAL/LEASE		3,592	4,000				
Obj 546	INSURANCE AND BONDS		600	750	600	750		750
1 1554601	INSURANCE		600	750	600	750		750
Obj 548	REPAIRS & MAINTENANCE		2,114	1,500	1,578	1,500		1,500
1 1554803	EQUIPMENT REPA		2,114	1,500	1,578	1,500		1,500
1 1554809	COMPUTER SOFTW		3,166	4,200	8,702	4,200		4,200
Obj 548	REPAIRS & MAINTENANCE		5,279	5,700	10,281	5,700		5,700
Obj 549	MISCELLANEOUS		200	250	200	250		250
1 1554902	DUES & SUBSCRI		200	250	200	250		250
1 1554906	REGISTRATION/T		645	500	144	500		500
Obj 549	MISCELLANEOUS		845	750	344	750		750
Obj 553	TAXES & OPERATING ASSE		20			20		20
1 1555301	INTERGOVT TAXE		20			20		20
Obj 553	TAXES & OPERATING ASSE		20			20		20
1 1557501	CAPITAL LEASES/INSTALL		835		937	4,000		4,000
Obj 575	CAPITAL LEASES		835		937	4,000		4,000
Obj 575	CAPITAL LEASES/INSTALL		835		937	4,000		4,000
Obj 592	INTERFUND COMMUNICATIO		133	500	63	500		500
1 1559201	INTERFUND TELE		133	500	63	500		500
1 1559202	INTERFUND POST		1,995	2,500	1,024	2,500		2,500
Obj 592	INTERFUND COMMUNICATIO		2,128	3,000	1,087	3,000		3,000
Div 000	CLERK		234,230	236,914	177,827	263,896		263,896

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Transaction status 1
Rounding to Whole Dollars

Fnd Dpt	GENERAL FUND CLERK	Sub Div	GENERAL FUND COUNTY CLERK COLLECTIONS	2010 ACTUAL	2011 AMENDE BUDGET	2011 ACTUAL	2012 DEPT ADDITIONAL REDUCTION	2012 PRELIM2012 ADJUST ADDL 2012 PRELIM % ADDITIONAL REDUCTION	BUDGET	1.6
Obj 510	SALARIES AND WAGES	1 150251001	SALARIES	31,440	32,622	24,309	33,153	33,153	33,153	1.6
1 150251002	OVERTIME				58					
Obj 510	SALARIES AND WAGES			31,440	32,622	24,367	33,153	33,153	33,153	1.6
Obj 520	PERSONNEL BENEFITS									
1 150252001	FICA			2,405	2,496	1,864	2,536	2,536	2,536	1.6
1 150252002	MEDICAL AID\LA			204	270	178	291	291	291	7.1
1 150252003	RETIREMENT			1,669	2,285	1,443	2,743	2,743	2,743	16.7
1 150252004	MEDICAL BENEFI			8,106	8,106	6,079	8,400	8,400	8,400	3.5
1 150252006	UNEMPLOYMENT			195	142	106	211	211	211	32.7
Obj 520	PERSONNEL BENEFITS			12,579	13,299	9,670	14,181	14,181	14,181	6.2
Obj 592	INTERFUND COMMUNICATIO									
1 150259202	INTERFUND POST			682	1,000	384	1,000	1,000	1,000	
Obj 592	INTERFUND COMMUNICATIO			682	1,000	384	1,000	1,000	1,000	
Div 002	COUNTY CLERK COLLECTION			44,700	46,921	34,421	48,334	48,334	48,334	2.9

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Transaction status 1
Rounding to Whole Dollars

Fnd 001	GENERAL FUND	Sub 001	GENERAL FUND	2010 ACTUAL	2011 AMENDE BUDGET	2011 ACTUAL	2012 DEPT BUDGET	2012 PRELIM2012 ADJUST	2012 ADDL	2012 PRELIM %
Dpt 0015	CLERK							ADDITIONAL REDUCTION	REDUCTION	BUDGET
Prj 0000099	LAW AND JUSTICE									
Obj 510	SALARIES AND WAGES			20,244	20,998	15,724	34,819			39.7
1 159951001	SALARIES									
Obj 510	SALARIES AND WAGES			20,244	20,998	15,724	34,819			39.7
Obj 520	PERSONNEL BENEFITS									
1 159952001	FICA			1,545	1,606	1,166	2,664			39.7
1 159952002	MEDICAL AID/LA			131	270	112	291			7.2
1 159952003	RETIREMENT			1,075	1,471	931	2,881			48.9
1 159952004	MEDICAL BENEFIT			5,025	5,025	3,770	8,400			40.2
1 159952006	UNEMPLOYMENT			126	91	68	222			59.0
Obj 520	PERSONNEL BENEFITS			7,902	8,463	6,047	14,458			41.5
Prj 0000099	LAW AND JUSTICE			28,146	29,461	21,771	49,277			40.2
Dpt 0015	CLERK			307,076	313,296	234,019	361,507			13.3
Sub 001	GENERAL FUND			307,076	313,296	234,019	361,507			13.3
Fnd 001	GENERAL FUND			307,076	313,296	234,019	361,507			13.3
Report Final Totals										
				307,076	313,296	234,019	361,507			13.3