

CLERK OF COURT

Program Description

The Clerk of Court, an elected position who serves a four-year term, both circuit court and the family court. The Clerk of Court is responsible for all administrative duties related to the functioning of docket management, receipt of fees, fines and costs, maintenance of all court records, and submission of reports to a variety of state and federal agencies.

Program and Services

Increase revenue from unpaid fines through the GEAR program, and child support collection.

Provide civil and criminal Internet records.

Implement the statewide court case management computer system for the circuit and summary courts. This system will allow information to be shared electronically between various courts and police agencies. The County will be responsible for annual support costs to cover call center support, enhancements and legislative changes for process statutes as well as fines and fees.

Significant Changes

Personnel costs reflect a 4% compensation adjustment, and higher health care and workers compensation premiums. Contract services decrease because the services provided by the civil process server for the Department of Social Services Child Support Rules is now handled by the Sheriff's Department. Office supplies increase is related to security access supplies and forms.

PERSONNEL INFORMATION				
		FY2005 ACTUAL	FY2006 BUDGET	FY2007 BUDGET
POSITION TITLES	GRADES	NUMBER OF POSITIONS		
Administrative Assistant	18	1	1	1
Senior Admin Assistant	20	1	1	1
Senior Account Clerk	14	4	4	4
Accounting Technician	16	1	1	1
Audit Specialist	18	1	1	1
Senior Court Clerk	13	15	15	15
Child Enforcement Clerk	14	5	5	4
Deputy Court Clerk	16	6	6	7
Sr Deputy Court Clerk	17	2	2	2
Assistant Clerk of Court	24/26	1	1	1
Clerk of Court	Elected	1	1	1
Chief Admin Assistant	22	2	2	2
Accounting Supervisor	26	1	1	1
Bailiff		12	12	12
TOTAL		52	53	53

CLERK OF COURT							
Account		FY 2005		Budget	Budget	FY07 vs FY06	%
No	Description	Actual	Budget	FY 2006	FY2007	Change	Change
510 PERSONNEL SERVICES							
*	91010 SALARIES	1,123,276	1,135,410	1,190,990	1,243,304	52,314	4.4%
*	91011 OVERTIME	25,152	10,000	25,000	26,001	1,001	4.0%
*	91014 BAILIFF PAY	77,649	75,000	75,000	80,000	5,000	6.7%
*	91510 FICA	90,552	93,370	98,910	103,467	4,557	4.6%
*	91520 S C RETIREMENT	83,933	83,600	99,560	110,906	11,346	11.4%
*	91530 POLICE RETIREMENT	-	-	-	1	1	
*	91540 GROUP INSURANCE	144,327	148,150	195,460	261,872	66,412	34.0%
*	91550 WORKMENS COMPENSATION	3,623	3,100	4,180	5,596	1,416	33.9%
* 510 PERSONNEL SERVICES		1,548,512	1,548,630	1,689,100	1,831,146	142,046	8.4%
520 OPERATING EXPENSES							
*	92510 PROFESSIONAL DEVELOPMENT	5,093	-	2,500	3,000	500	20.0%
*	92604 UNIFORMS	1,700	600	600	600	-	0.0%
*	92700 OFFICE SUPPLIES & EXPENSE	45,889	45,000	55,000	60,000	5,000	9.1%
*	92704 COPIER EXPENSE	8,966	11,000	11,000	11,000	-	0.0%
	93302 CONTRACT SERVICES	30,591	36,000	40,000	-	(40,000)	-100.0%
*	93500 VEHICLE MANPOWER/OVERHEA	178	910	340	340	-	0.0%
*	93501 VEHICLE-PARTS	221	620	120	120	-	0.0%
*	93502 VEHICLE-FUEL, OIL, LUB	1,374	830	1,660	1,660	-	0.0%
*	93600 TELEPHONE/FAX	25,400	27,200	30,000	30,000	-	0.0%
*	93605 TELEPHONE/JUDGES & COURT	12,459	11,000	15,000	15,000	-	0.0%
*	94100 MAINTENANCE AGREEMENTS	4,145	4,500	4,500	4,500	-	0.0%
*	94304 JURY PAY	223,821	235,000	235,000	242,000	7,000	3.0%
* 520 OPERATING EXPENSES		359,839	372,660	395,720	368,220	(27,500)	-6.9%
530 CAPITAL OUTLAY							
	99230 COPY & PRINTING EQUIP	7,928	8,000	-	-	-	
	99290 OTHER OFFICE EQUIPMENT	4,431	-	3,520	-	(3,520)	-100.0%
	99300 COMPUTER EQUIPMENT	1,277	600	-	-	-	
	99680 MISCELLANEOUS EQUIPMENT	-	-	-	-	-	
530 CAPITAL OUTLAY		13,635	8,600	3,520	-	(3,520)	-100.0%
* 09250 CLERK OF COURT		1,921,986	1,929,890	2,088,340	2,199,366	111,026	5.3%