

## **PROBATE COURT**

### **Program Description**

The Probate Court probates wills, administers estates of deceased persons and acts as conservators for minors; and issues marriage licenses. The Mental Health division has jurisdiction over the involuntary commitment of the mentally ill, alcoholics, and drug addicts, appoints and manages guardians and conservators for adults adjudicated incapacitated.

### **Program and Services**

**Estate Division** - Probates wills, administers estates of deceased persons, conservators for minors and issues marriage licenses.

**Goal** - To provide the most efficient, people oriented, error free service in the state. To handle workload increases due to population growth, increased use of the courts and mandates by court administration and the judicial system and to search for additional ways to serve the public by efficient use of staff and resources through the use of volunteers.

**Mental Health Division** - Has jurisdiction over the involuntary commitment of the mentally ill, and chemically dependent persons, appoints and manages guardians and conservators for adults who are adjudicated incapacitated.

**Goal** - To increase efficiency, by utilizing an imaging system for retrieval of documents needed rather than spending man hours due to shifting of files and documents from one person to another. The imaging system allows several people to access the information, file, or document at the same time.

### **Significant Changes**

Personnel costs reflect a 4% compensation adjustment, higher health care and workers compensation premiums, and position adjustments made during FY 2006. Operating costs increase to projected needs for mileage, training and supplies. Capital outlay increases for technology upgrades.

PERSONNEL INFORMATION				
		FY2005 ACTUAL	FY2006 BUDGET	FY2007 BUDGET
POSITION TITLES	GRADES	NUMBER OF POSITIONS		
Court Clerk	12/14	3		
Court Clerk	15		3	3
Deputy Clerk	17/21	1		
Deputy Clerk	23		1	1
Court Reporter	17/18	1	1	1
Court Coordinator	22		1	1
Associate Probate Judge	26/30	2	2	2
Probate Judge	Elected	1	1	1
Estate Clerk Specialist I	16	5		
Estate Clerk Specialist I	18		4	4
Estate Clerk Specialist II	18	1		
Estate Clerk Specialist II	21		2	2
Commitment Div Ct Supvr	23	1		
Commitment Div Ct Supvr	24		1	1
Probate Court Admin	26	1		
Probate Court Admin	27		1	1
Sr Probate Audit	19	1		
Account Tech	15	1		
<b>TOTAL</b>		<b>18</b>	<b>17</b>	<b>17</b>

PROBATE COURT							
Account		FY 2005		Budget	Budget	FY07 vs FY06	%
No	Description	Actual	Budget	FY 2006	FY2007	Change	Change
<b>510 PERSONNEL SERVICES</b>							
*	91010 SALARIES	656,127	656,200	671,000	724,901	53,901	8.0%
	91011 OVERTIME	-	7,000	-	-	-	
*	91510 FICA	47,488	50,740	50,780	55,453	4,673	9.2%
*	91520 S C RETIREMENT	37,300	37,300	42,320	49,629	7,309	17.3%
*	91530 POLICE RETIREMENT	11,986	11,960	12,200	12,813	613	5.0%
*	91540 GROUP INSURANCE	63,452	65,120	84,910	112,035	27,125	31.9%
*	91550 WORKMENS COMPENSATION	1,926	1,780	2,320	3,266	946	40.8%
	<b>* 510 PERSONNEL SERVICES</b>	<b>818,278</b>	<b>830,100</b>	<b>863,530</b>	<b>958,098</b>	<b>94,568</b>	<b>11.0%</b>
<b>520 OPERATING EXPENSES</b>							
*	92004 DUES-PROFESSIONAL	280	280	280	280	-	0.0%
*	92005 FEES-PROFESSIONAL	2,500	2,000	2,000	2,000	-	0.0%
*	92500 MILEAGE	561	1,000	1,000	3,000	2,000	200.0%
*	92510 PROFESSIONAL DEVELOPMENT	4,859	5,000	2,930	4,510	1,580	53.9%
*	92528 TRAINING	3,619	3,650	6,300	5,190	(1,110)	-17.6%
*	92700 OFFICE SUPPLIES & EXPENSE	14,358	13,500	13,500	15,000	1,500	11.1%
*	92704 COPIER EXPENSE	3,027	3,200	3,200	3,200	-	0.0%
*	92710 PUBLIC ADS & NOTICES	114	200	200	200	-	0.0%
*	93312 PAGER RENTAL	187	200	200	210	10	5.0%
*	93600 TELEPHONE/FAX	5,565	5,750	5,750	5,750	-	0.0%
*	94100 MAINTENANCE AGREEMENTS	-	1,500	1,500	1,500	-	0.0%
	<b>* 520 OPERATING EXPENSES</b>	<b>35,070</b>	<b>36,280</b>	<b>36,860</b>	<b>40,840</b>	<b>3,980</b>	<b>10.8%</b>
<b>530 CAPITAL OUTLAY</b>							
	99240 DICTATING & RECORDING EQU	419	680	-	-		
*	99300 COMPUTER EQUIPMENT	-	-	3,300	26,610	23,310	706.4%
	<b>* 530 CAPITAL OUTLAY</b>	<b>419</b>	<b>680</b>	<b>3,300</b>	<b>26,610</b>	<b>23,310</b>	<b>706.4%</b>
	<b>* 09256 PROBATE COURT</b>	<b>853,767</b>	<b>867,060</b>	<b>903,690</b>	<b>1,025,548</b>	<b>121,858</b>	<b>13.5%</b>