

**SPARTANBURG COUNTY, SOUTH CAROLINA
FY 08 ADOPTED OPERATING BUDGET**

CLERK OF COURT

Each county of South Carolina has a popularly elected Clerk of Court who serves a four-year term. The Clerk of Court serves both the Circuit and Family Court as they operate in each county. The Clerk of Court is charged with docket management; receiving fees, fines, and cost; maintaining all court records; and handling reporting requirements. In the Circuit Court, their duties encompass both civil and criminal areas: receiving criminal trial lists; handling jury-related matters; performing courtroom duties. In the Family Courts, the clerks of court are responsible for receiving and disbursing support payments paid through the Clerk of Court; and issuing Rules to Show Cause to bring non-paying obligors before the Family Court.

All funding of Clerk of Court staff, office space, and equipment is a county responsibility, with the exception of a limited state salary and support personnel supplement.

Financial Information

DEPT NUMBER: 1-9250	CLERK OF COURT						
	FY 04/05 ACTUAL	FY 05/06 ACTUAL	FY 06/07 BUDGET	FY 07/08 RECOMM	FY 07/08 ADOPTED	\$ INC/DEC FY 08 - 07	% INC/DEC FY 08 - 07
EXPENDITURES							
Personnel Services Expenditures	1,548,512	1,625,037	1,831,146	1,812,726	1,889,660	58,514	3.2%
Operating Expenditures	359,839	291,130	368,220	383,100	383,100	14,880	4.0%
Capital Expenditures	13,635	23,451	0	19,500	19,500	19,500	
Other Expenditures	0	0	0	0	0	0	0.0%
EXPENDITURE TOTAL	\$1,921,986	\$1,939,618	\$2,199,366	\$2,215,326	\$2,292,260	\$92,894	4.2%

Personnel Information

CLERK OF COURT	GRADE	FY 04/05	FY 05/06	*FY 06/07	FY 07/08 RECOMM	FY 07/08 ADOPTED	INC/DEC FY 08 - 07	EXEMPT (Y/N)
Clerk of Court	Elected	1	1	1	1	1	0	Y
Assistant Clerk of Court	26	1	1	1	1	1	0	Y
Accounting Supervisor	26	0	1	1	1	1	0	Y
Chief Administrative Assistant	22	2	2	2	2	2	0	N
Senior Accountant	22	0	0	1	1	1	0	Y
Senior Administrative Assistant	20	1	1	1	1	1	0	N
Administrative Assistant	18	1	1	1	1	1	0	N
Senior Deputy Court Clerk	17	2	2	2	2	2	0	N
Deputy Court Clerk	16	6	6	7	7	7	0	N
Accounting Technician	16	1	1	1	1	1	0	N
Senior Account Clerk	14	4	4	4	4	4	0	N
Child Enforcement Clerk	14	5	5	4	4	4	0	N
Senior Court Clerk	13	15	15	15	15	15	0	N
Bailiff	N/A	12	12	12	12	12	0	N
Other Positions	N/A	1	1	0	0	0	0	N/A
TOTAL, CLERK OF COURT		52	53	53	53	53	0	

**Includes any changes made during FY 06/07*

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FY 08 ADOPTED OPERATING BUDGET**

(CLERK OF COURT CONTINUED)

FY 08 Budget Highlights & Initiatives

The Clerk of Court FY 08 Adopted Budget reflects the following changes and initiatives:

- Ten dollar (\$10) per day compensation adjustment for bailiffs, who have not had a raise for several years. Expenditures for bailiff compensation are budgeted at \$90,000, a \$10,000 increase over FY 07. The pay rate for bailiffs is recommended to increase to sixty-five dollars (\$65) per day.
- Expansion of the Module on Child Support Program to allow for bank drafts. This will save the county the cost of checks for processing payments and also on postage for mailing. This module is budgeted at \$7,500 (capital expenditure).
- Two copiers budgeted at \$10,000 (capital expenditure) for the Family Court Division and the Family Court Docket Division. The current machines have exhausted their useful life.

Ongoing Initiatives

- 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.