

What we do:

It is our mission to serve the courts and the citizens of Kitsap County in a manner best suited to provide quality, efficient and effective service. We believe the public has a right to employees who embody the highest standards of excellence, integrity and fairness.

The County Clerk is an elected official, whose position is authorized by the State Constitution. The office functions as the record keeper and financial officer for the Superior Court. It is also the responsibility of the clerk to provide jurors for all courts in Kitsap County.

Our main duties are: (from RCW 2.32.050)

- To keep the seal of the court and affix it in all cases where he is required by law.
- To record the proceedings of the court.
- To keep the records, files and other books and papers appertaining to the court.
- To file all papers delivered to him for that purpose in any action or proceeding in the court as directed by court rule or statute.
- 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.
- To keep the journal of the proceedings of the court, and, under the direction of the court, to enter its orders, judgments and decrees.
- To authenticate by certificate or transcript, as may be required, the records, files or proceedings of the court, or any other paper appertaining thereto and filed with him.
- To exercise the powers and perform the duties conferred and imposed upon him elsewhere by statute.
- In the performance of his duties to conform to the direction of the court.
- To publish notice of the procedures for inspection of the public records of the court.

What we did in 2002:

- Staffed a satellite passport office in the Kitsap Mall, which resulted in additional revenue to the county.
- Expanded our imaging system to allow other justice system entities access.
- Implemented use of digital camera to photograph exhibits rather than storing them, which resulted in considerable space saving.
- Began use of e-mail to transmit documents rather than mail or fax, resulting in dollar and time savings.
- Expanded information on web site to increase value to the citizen.
- Implemented new methodology for IV-D (repayment to courts for efforts to collect child support) resulting in substantial increase in receipts.

In 2003-2004 we will help to meet County goals through these objectives:

- We will contribute to **Inclusive Government** by providing enhanced services via the web.
- We will contribute to **Inclusive Government** and to **Efficient & Effective County Services** by piloting a satellite office in the Kitsap Mall to process passports.
- We will contribute to **Efficient & Effective County Services** by increasing our collection of criminal legal financial obligations.
- We will contribute to **Inclusive Government** by quarterly surveys to ascertain citizens' opinion of service levels within our office.

Clerk

Measurements to meet department objectives:

| | Measure | 2001-2002 Actual | 2003-2004 Forecast |
|--|--|-------------------------|--|
| Provide enhanced services via the web | Number of hits on website | Not tracked | 5% Increase |
| | Number of notices filed by e-mail | Not tracked | 5% Increase |
| Pilot a satellite office in the Kitsap Mall to process passports | Number of passports processed | Not tracked | 10% above average for affected week(s) |
| Increase collection of criminal legal financial obligations | Number of defendants paying | Not tracked | 5% increase |
| | Amount of money collected | Not tracked | 7% increase |
| Implement quarterly surveys to ascertain citizens' opinion of service levels | Number of surveys indicating positive feedback | Not tracked | 95% Satisfaction |

Department Budget

Expenditures:

| | 1999-2000 Actual | 2001-2002 Budget | 2003-2004 Budget |
|--------------------|-------------------------|-------------------------|-------------------------|
| Salaries | \$2,283,873 | \$2,567,442 | \$2,718,763 |
| Benefits | 594,799 | 775,250 | 895,623 |
| Supplies | 99,346 | 244,418 | 64,500 |
| Services & Charges | 5,846,000 | 7,503,228 | 6,428,169 |
| Capital Outlay | 69,084 | 2,554 | 0 |
| Interfund Services | 283,763 | 246,570 | 254,499 |
| TOTAL | \$9,176,865 | \$11,339,462 | \$10,361,554 |

2003-2004 Expenditures by Division:

| | Administration | Jury | Public Defense | Total |
|--------------------|--------------------|------------------|--------------------|---------------------|
| Salaries | \$2,495,943 | \$136,548 | \$86,272 | \$2,718,763 |
| Benefits | 823,994 | 46,996 | 24,633 | 895,623 |
| Supplies | 46,500 | 13,000 | 5,000 | 64,500 |
| Services & Charges | 130,866 | 520,639 | 5,776,664 | 6,428,169 |
| Capital Outlay | 0 | 0 | 0 | 0 |
| Interfund Services | 203,427 | 34,989 | 16,083 | 254,499 |
| TOTAL | \$3,700,730 | \$752,172 | \$5,908,652 | \$10,361,554 |

Staffing Level:

| | 2001 | 2002 | 2003 | 2004 |
|-----------------------|------|------|------|------|
| Full Time Equivalents | 37.5 | 37.7 | 37.7 | 37.7 |

Agency Structure:

