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BUREAU SUMMARY
 CLERK OF THE CIRCUIT COURT

SUMMARY OF APPROPRIATIONS

Department and Title	Expenditures Year-to-date	2009 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Public Safety Fund					
335 - Clerk of the Circuit Court - Office of the Clerk	64,355,498	80,789,605	80,432,358	80,419,118	(370,487)
Public Safety Fund Total	64,355,498	80,789,605	80,432,358	80,419,118	(370,487)
General Fund Total	64,355,498	80,789,605	80,432,358	80,419,118	(370,487)
Special Purpose Funds					
528 - Circuit Court Automation Fund	8,281,604	16,735,558	22,967,354	21,074,354	4,338,796
529 - Clerk of the Circuit Court Document Storage Fund	9,107,920	20,002,129	20,195,849	20,195,849	193,720
567 - Clerk of the Circuit Court Administrative Fund	379,230	678,688	1,119,662	1,119,662	440,974
Special Purpose Funds Total	17,768,754	37,416,375	44,282,865	42,389,865	4,973,490
Special Purpose Fund Total	17,768,754	37,416,375	44,282,865	42,389,865	4,973,490
Restricted					
779 - Clerk Of The Circuit Court Child Support Enforcement			8,226,204	8,226,204	8,226,204
832 - Clerk Of The Circuit Court Declaration of Intention			90,582	90,582	90,582
Restricted Total			8,316,786	8,316,786	8,316,786
Grants Fund Total			8,316,786	8,316,786	8,316,786
Total Appropriations	82,124,252	118,205,980	133,032,009	131,125,769	12,919,789

SUMMARY OF POSITIONS

Department and Title	2009 Approved Positions	Department Request	President's Recommendation	Difference
Public Safety Fund				
335 - Clerk of the Circuit Court - Office of the Clerk	1,779.2	1,734.2	1,734.2	(45.0)
Public Safety Fund Total	1,779.2	1,734.2	1,734.2	(45.0)
General Fund Total	1,779.2	1,734.2	1,734.2	(45.0)
Special Purpose Funds				
528 - Circuit Court Automation Fund	113.0	154.8	154.8	41.8
529 - Clerk of the Circuit Court Document Storage Fund	125.0	133.0	133.0	8.0
567 - Clerk of the Circuit Court Administrative Fund	10.4	14.0	14.0	3.6
Special Purpose Funds Total	248.4	301.8	301.8	53.4
Special Purpose Fund Total	248.4	301.8	301.8	53.4
Restricted				
779 - Clerk Of The Circuit Court Child Support Enforcement		115.0	115.0	115.0
832 - Clerk Of The Circuit Court Declaration of Intention		1.0	1.0	1.0
Restricted Total		116.0	116.0	116.0
Grants Fund Total		116.0	116.0	116.0
Total Positions	2,027.6	2,152.0	2,152.0	124.4

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
CLERK OF THE CIRCUIT COURT

Account	2009 Expend. Year-to-date	2009 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
110/501010	Salaries and Wages of Regular Employees	59,437,173	75,183,620	76,785,786	1,602,166
120/501210	Overtime Compensation	433,334	337,971	200,000	(137,971)
170/501510	Mandatory Medicare Costs	36,741			
172/501540	Workers' Compensation	86,869	86,869		(86,869)
183/501770	Seminars for Professional Employees	5,292	9,700	9,700	(1,200)
185/501810	Professional and Technical Membership Fees	3,833	4,850	4,850	
186/501860	Training Programs for Staff Personnel	11,780	19,400	19,400	(1,000)
190/501970	Transportation and Other Travel Expenses for Employees	32,729	41,384	26,384	(15,000)
Personal Services Total		60,047,751	75,683,794	77,046,120	1,360,126
Contractual Services					
214/520030	Armored Car Service	58,698	61,148	62,940	1,792
225/520260	Postage	605,377	605,377	605,377	
228/520280	Delivery Services	324	500	500	
240/520490	Printing and Publishing	480,431	562,000	564,000	2,000
245/520610	Advertising For Specific Purposes	273,931	317,000	302,000	(15,000)
250/520730	Premiums on Fidelity, Surety Bonds and Public Liability	14,568	15,500	15,500	
260/520830	Professional and Managerial Services		33,661		(33,661)
261/520890	Legal Fees Regarding Labor Matters	157,594	160,720	100,000	(60,720)
268/521030	Court Reporting, Stenographic, Transcribing, or Interpreter Services	44,543	47,000	47,000	
Contractual Services Total		1,635,466	1,802,906	1,697,317	(105,589)
Supplies and Materials					
350/530600	Office Supplies	258,244	401,040	397,040	(11,040)
353/530640	Books, Periodicals, Publications, Archives and Data Services	23,407	29,100	19,100	(10,000)
Supplies and Materials Total		281,651	430,140	416,140	(21,040)
Operations and Maintenance					
440/540130	Maintenance and Repair of Office Equipment	54,336	68,100	95,375	27,275
444/540250	Maintenance and Repair of Automotive Equipment	636	5,000	5,000	(4,000)
445/540290	Operation of Automotive Equipment	35	1,300	2,000	700
449/540310	Op., Maint. and Repair of Institutional Equipment	14,412	14,565	16,000	1,435
470/540390	Operating Costs for the Richard J. Daley Center	2,287,333	2,744,800	2,744,800	
Operations and Maintenance Total		2,356,752	2,833,765	2,863,175	25,410
Rental and Leasing					
630/550010	Rental of Office Equipment	20,918	21,000	7,400	(13,600)
660/550130	Rental of Facilities	12,960	18,000	18,000	
Rental and Leasing Total		33,878	39,000	25,400	(13,600)
Contingency and Special Purposes					
814/580380	Appropriation Adjustments			(1,615,794)	(1,615,794)
Contingency and Special Purposes Total			(1,615,794)	(1,615,794)	(1,615,794)
Operating Funds Total		64,355,498	80,789,605	80,432,358	(370,487)
(715) Major Capital Equipment - Long Term Projects					
579/560450	Computer Equipment		3,700,000		(3,700,000)
			3,700,000		(3,700,000)
(717) New/Replacement Capital Equipment					
530/560510	Office Furnishings and Equipment		255,900	367,500	111,600
549/560610	Vehicle Purchase		35,000	35,000	

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
 CLERK OF THE CIRCUIT COURT

Account	2009 Expend. Year-to-date	2009 Adjusted Appropriation	Department Request	President's Recommendation	Difference
570/560440 Telecommunications Equipment		9,100			(9,100)
		300,000	402,500	402,500	102,500
Total Capital Equipment Request Total		4,000,000	402,500	402,500	(3,597,500)

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
 CLERK OF THE CIRCUIT COURT - SPECIAL PURPOSE FUNDS

Account	2009 Expend. Year-to-date	2009 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
110/501010	Salaries and Wages of Regular Employees	9,606,198	12,812,477	15,172,488	2,360,011
120/501210	Overtime Compensation	371,658	1,050,000	1,050,000	
129/501300	Salaries and Wages of Seasonal Work Employees	519,982	624,625	719,980	95,355
133/501360	Per Diem Personnel			16,902	16,902
170/501510	Mandatory Medicare Costs	119,381	148,582	197,965	49,383
172/501540	Workers' Compensation	(48)	6,969		(6,969)
174/501570	Pension	(270)			
175/501590	Life Insurance Program	23,920	42,409	54,159	11,750
176/501610	Health Insurance	1,489,499	2,298,597	3,496,096	1,197,499
177/501640	Dental Insurance Plan	46,388	50,579	107,406	56,827
178/501660	Unemployment Compensation	(48)			
179/501690	Vision Care Insurance	14,228	22,689	35,304	12,615
183/501770	Seminars for Professional Employees		14,500	14,500	(5,000)
185/501810	Professional and Technical Membership Fees	2,670	7,000	7,000	
186/501860	Training Programs for Staff Personnel	28,194	58,000	93,000	25,000
190/501970	Transportation and Other Travel Expenses for Employees	9,624	46,295	52,000	(4,295)
Personal Services Total		12,231,376	17,182,722	21,016,800	3,809,078
Contractual Services					
225/520260	Postage		45,000	85,000	35,000
240/520490	Printing and Publishing	761,746	1,100,000	930,000	(170,000)
260/520830	Professional and Managerial Services	428,427	3,203,000	3,500,000	(203,000)
261/520890	Legal Fees Regarding Labor Matters		124,000	100,000	(24,000)
Contractual Services Total		1,190,173	4,472,000	4,615,000	(362,000)
Supplies and Materials					
320/530100	Wearing Apparel		50,000	50,000	
350/530600	Office Supplies	108,821	310,500	188,400	(122,100)
353/530640	Books, Periodicals, Publications, Archives and Data Services		15,000	23,000	15,000
355/530700	Photographic and Reproduction Supplies	3,555	50,000	50,000	
388/531650	Computer Operation Supplies	158,960	550,000	650,000	100,000
Supplies and Materials Total		271,336	975,500	961,400	(22,100)
Operations and Maintenance					
440/540130	Maintenance and Repair of Office Equipment	51,932	125,705	177,000	46,295
441/540170	Maintenance and Repair of Data Processing Equipment and Software	247,747	750,000	800,000	50,000
444/540250	Maintenance and Repair of Automotive Equipment	26,529	30,000	40,000	10,000
445/540290	Operation of Automotive Equipment	17,395	63,000	55,000	(8,000)
449/540310	Op., Maint. and Repair of Institutional Equipment	20,390	60,000	55,000	(5,000)
Operations and Maintenance Total		363,993	1,028,705	1,127,000	93,295
Capital Equipment and Improvements					
521/560420	Institutional Equipment	14,485	1,000,000	935,200	(64,800)
530/560510	Office Furnishings and Equipment		4,050,000	4,149,000	99,000
549/560610	Vehicle Purchase		98,000	85,000	(13,000)
579/560450	Computer Equipment	2,933,884	4,254,458	3,361,000	(2,193,458)
Capital Equipment and Improvements Total		2,948,369	9,402,458	8,530,200	(2,172,258)
Rental and Leasing					
630/550010	Rental of Office Equipment	139,388	550,000	1,080,000	480,000
660/550130	Rental of Facilities	624,119	747,000	918,772	171,772
Rental and Leasing Total		763,507	1,297,000	1,998,772	651,772

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
 CLERK OF THE CIRCUIT COURT - SPECIAL PURPOSE FUNDS

Account	2009 Expend. Year-to-date	2009 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Contingency and Special Purposes					
818/580033 Reimbursement to Designated Fund			1,615,794	1,615,794	1,615,794
883/580260 Cook County Administration		3,057,990	4,417,899	4,417,899	1,359,909
Contingency and Special Purposes Total		3,057,990	6,033,693	6,033,693	2,975,703
Operating Funds Total	17,768,754	37,416,375	44,282,865	42,389,865	4,973,490

DEPARTMENT OVERVIEW

335 CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Department Mission

It is the mission of the Office of the Clerk of the Circuit Court of Cook County to serve the citizens of Cook County and the participants in the judicial system in an efficient, effective and ethical manner. All services, information and court records will be provided with courtesy and cost efficiency.

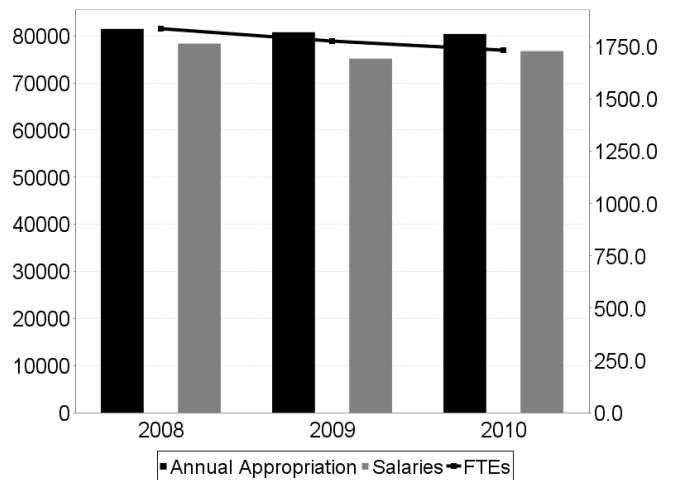
Goals and Objectives

- As the official keeper of records for all judicial matters brought into one of the largest unified court systems in the world, the Clerk's Office has undertaken a campaign to continue its emphasis on 21st century information technology, operational efficiency, improved customer service, employee development, training and financial accountability.

Summary of Operations

Under the Illinois Constitution, the Office of the Clerk of the Circuit Court of Cook County is a part of the judicial branch of state government. The Clerk of the Circuit Court is the official record keeper of the Circuit Court of Cook County. More than 400 judges hear traffic, civil, criminal, juvenile and all other types of cases originating in Chicago and suburban Cook County. In each courtroom, working alongside the judge, is a court clerk, whose role is to call cases; respond to inquiries from attorneys, their clients, and witnesses; and keep the official records of the Circuit Court of Cook County. The clerks are required to attend all sessions of the Circuit Court, in compliance with the Illinois Clerks of Court Act (705 ILCS 105). The Clerk's Office is mandated to collect and disburse all filing fees and fines for the Circuit Court (705 ILCS 105/27.2A). Every year, approximately 1.6 million new cases are filed in the Circuit Court of Cook County. To keep track of the information, the Clerk's Office maintains a computerized record of each court case. A new record is created as soon as a case or suit is filed with the Circuit Court and is updated continuously throughout the duration of the case.

Appropriations (\$ thousands)			
Fund Category	2008 Adopted	2009 Adopted	2010 Recommended
General	81,491.3	80,789.6	80,419.1
Total	81,491.3	80,789.6	80,419.1
	Adopted	Adopted	Recommended
FTE Positions	1,836.0	1,779.2	1,734.2



Major Accomplishments

- Implemented payment of traffic fines via the Internet by electronic pleas of guilty on traffic cases.
- Implemented the payment of traffic fines by credit card via Clerk Hosted Public Terminal.
- In the process of implementing the Electronic Tickets and Electronic Warrants Projects.
- In the process of implementing the availability of court forms on compact discs.
- Implemented the Electronic Filing of Court Documents.
- Developed and expanded the Voice Information Systems (VIS) which permits customers to obtain case status information via the telephone, using their case numbers.
- In the process of completing the implementation of a fully integrated Court Records Imaging and Electronic Documentation Management System.
- Implemented on-line advertising on the Clerk of the Circuit Court website.

Key Initiatives

- Offering subscription services to provide Internet electronic access to the electronic docket data and imaging of court records.
- Continue to review operations for cost savings initiatives.

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Account	2009 Expend. Year-to-date	2009 Adjusted Appropriation	Department Request	President's Recommendation	Difference	
Personal Services						
110/501010	Salaries and Wages of Regular Employees	59,437,173	75,183,620	76,785,786	76,785,786	1,602,166
120/501210	Overtime Compensation	433,334	337,971	200,000	200,000	(137,971)
170/501510	Mandatory Medicare Costs	36,741				
172/501540	Workers' Compensation	86,869	86,869			(86,869)
183/501770	Seminars for Professional Employees	5,292	9,700	9,700	8,500	(1,200)
185/501810	Professional and Technical Membership Fees	3,833	4,850	4,850	4,850	
186/501860	Training Programs for Staff Personnel	11,780	19,400	19,400	18,400	(1,000)
190/501970	Transportation and Other Travel Expenses for Employees	32,729	41,384	26,384	26,384	(15,000)
Personal Services Total		60,047,751	75,683,794	77,046,120	77,043,920	1,360,126
Contractual Services						
214/520030	Armored Car Service	58,698	61,148	62,940	62,940	1,792
225/520260	Postage	605,377	605,377	605,377	605,377	
228/520280	Delivery Services	324	500	500	500	
240/520490	Printing and Publishing	480,431	562,000	564,000	564,000	2,000
245/520610	Advertising For Specific Purposes	273,931	317,000	302,000	302,000	(15,000)
250/520730	Premiums on Fidelity, Surety Bonds and Public Liability	14,568	15,500	15,500	15,500	
260/520830	Professional and Managerial Services		33,661			(33,661)
261/520890	Legal Fees Regarding Labor Matters	157,594	160,720	100,000	100,000	(60,720)
268/521030	Court Reporting, Stenographic, Transcribing, or Interpreter Services	44,543	47,000	47,000	47,000	
Contractual Services Total		1,635,466	1,802,906	1,697,317	1,697,317	(105,589)
Supplies and Materials						
350/530600	Office Supplies	258,244	401,040	397,040	390,000	(11,040)
353/530640	Books, Periodicals, Publications, Archives and Data Services	23,407	29,100	19,100	19,100	(10,000)
Supplies and Materials Total		281,651	430,140	416,140	409,100	(21,040)
Operations and Maintenance						
440/540130	Maintenance and Repair of Office Equipment	54,336	68,100	95,375	95,375	27,275
444/540250	Maintenance and Repair of Automotive Equipment	636	5,000	5,000	1,000	(4,000)
445/540290	Operation of Automotive Equipment	35	1,300	2,000	2,000	700
449/540310	Op., Maint. and Repair of Institutional Equipment	14,412	14,565	16,000	16,000	1,435
470/540390	Operating Costs for the Richard J. Daley Center	2,287,333	2,744,800	2,744,800	2,744,800	
Operations and Maintenance Total		2,356,752	2,833,765	2,863,175	2,859,175	25,410
Rental and Leasing						
630/550010	Rental of Office Equipment	20,918	21,000	7,400	7,400	(13,600)
660/550130	Rental of Facilities	12,960	18,000	18,000	18,000	
Rental and Leasing Total		33,878	39,000	25,400	25,400	(13,600)
Contingency and Special Purposes						
814/580380	Appropriation Adjustments			(1,615,794)	(1,615,794)	(1,615,794)
Contingency and Special Purposes Total				(1,615,794)	(1,615,794)	(1,615,794)
Operating Funds Total		64,355,498	80,789,605	80,432,358	80,419,118	(370,487)
(715) Major Capital Equipment - Long Term Projects - 71520450						
579/560450	Computer Equipment		3,700,000			(3,700,000)
			3,700,000			(3,700,000)
(717) New/Replacement Capital Equipment - 71700335						
530/560510	Office Furnishings and Equipment		255,900	367,500	367,500	111,600
549/560610	Vehicle Purchase		35,000	35,000	35,000	

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Account	2009 Expend. Year-to-date	2009 Adjusted Appropriation	Department Request	President's Recommendation	Difference
570/560440 Telecommunications Equipment		9,100			(9,100)
		300,000	402,500	402,500	102,500
Total Capital Equipment Request Total		4,000,000	402,500	402,500	(3,597,500)

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2009 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
01 Clerk of the Circuit Court								
01 Executive Office - 3350766								
0002	Clerk of The Circuit Court	SEL	1.0	105,000	1.0	105,000	1.0	105,000
0618	Legal Systems Analyst	22	1.0	78,915	1.0	80,488	1.0	80,488
0548	Deputy Clerk of The Circuit Court	20	1.0	70,362	1.0	71,763	1.0	71,763
0050	Administrative Assistant IV	18	1.0	63,048	1.0	64,555	1.0	64,555
0047	Administrative Assistant II	14	1.0	32,968	1.0	39,264	1.0	39,264
0907	Clerk V	11	1.0	30,137	1.0	30,435	1.0	30,435
0906	Clerk IV	09	3.0	85,038	3.0	85,684	3.0	85,684
			9.0	\$465,468	9.0	\$477,189	9.0	\$477,189
02 Inspector General								
01 Inspector General - 3350201								
0010	Associate Clerk of The Circuit Court	24	1.0	107,979	1.0	107,979	1.0	107,979
0529	Chief Deputy Clerk of The Circuit Court	23	1.0	96,337	1.0	97,360	1.0	97,360
0618	Legal Systems Analyst	22	1.0	92,108	1.0	93,514	1.0	93,514
4800	Director of Investigations - CCC	21	1.0	70,362	1.0	71,877	1.0	71,877
0051	Administrative Assistant V	20	2.0	143,560	2.0	145,028	2.0	145,028
1112	Systems Analyst III	20	1.0	70,362	1.0	71,877	1.0	71,877
0048	Administrative Assistant III	16	2.0	97,836	2.0	98,895	2.0	98,895
1110	Systems Analyst I	16	1.0	53,214	1.0	54,150	1.0	54,150
0047	Administrative Assistant II	14	1.0	42,095	1.0	42,771	1.0	42,771
2461	Security Officer III	13	1.0	44,027	1.0	44,733	1.0	44,733
0046	Administrative Assistant I	12	2.0	77,277	2.0	78,206	2.0	78,206
0907	Clerk V	11	1.0	35,705	1.0	36,727	1.0	36,727
0906	Clerk IV	09	3.0	87,044	3.0	89,791	3.0	89,791
0954	Data Entry Operator II	09	2.0	58,755	2.0	59,895	2.0	59,895
			20.0	\$1,076,661	20.0	\$1,092,803	20.0	\$1,092,803
04 Chief Financial Officer								
01 Chief Financial Officer - 3350401								
0120	Chief Financial Officer	24	1.0	113,601	1.0	113,601	1.0	113,601
0050	Administrative Assistant IV	18	1.0	61,189	1.0	62,360	1.0	62,360
0144	Accountant IV	17	1.0	60,885	1.0	60,967	1.0	60,967
			3.0	\$235,675	3.0	\$236,928	3.0	\$236,928
02 Comptroller - 3350402								
0618	Legal Systems Analyst	22	1.0	93,032	1.0	94,092	1.0	94,092
0742	Personnel Manager V	22	1.0	93,032	1.0	94,092	1.0	94,092
0145	Accountant V	19	2.0	142,134	1.0	71,713	1.0	71,713
0050	Administrative Assistant IV	18	1.0	64,964	1.0	65,604	1.0	65,604
0555	Court Clerk V	18	1.0	58,212	1.0	58,831	1.0	58,831
1104	Computer Operator IV	18	1.0	64,964	1.0	65,253	1.0	65,253
1111	Systems Analyst II	18	1.0	59,386	1.0	60,475	1.0	60,475
0144	Accountant IV	17	4.0	238,759	3.0	179,346	3.0	179,346
0554	Court Clerk IV	17	2.0	115,851	2.0	117,800	2.0	117,800
0048	Administrative Assistant III	16	2.0	110,769	2.0	112,961	2.0	112,961
1110	Systems Analyst I	16	1.0	54,832	1.0	56,142	1.0	56,142
0553	Court Clerk III	16	1.0	55,382	1.0	55,671	1.0	55,671
0143	Accountant III	15	3.0	145,385	3.0	147,176	3.0	147,176
0517	Legal Secretary	15	1.0	44,027	1.0	44,596	1.0	44,596
0703	Personnel Analyst II	15	1.0	48,403	1.0	49,180	1.0	49,180
0047	Administrative Assistant II	14	5.0	210,742	5.0	213,225	5.0	213,225
0174	Bookkeeper IV	14	2.0	107,938	2.0	107,940	2.0	107,940

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2009 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
0142	Accountant II	13	7.0	316,372	7.0	317,084	7.0	317,084
0046	Administrative Assistant I	12	7.0	306,984	7.0	307,610	7.0	307,610
0141	Accountant I	11	8.0	314,519	8.0	314,527	8.0	314,527
0173	Bookkeeper III	11	3.0	123,581	2.0	82,662	2.0	82,662
0907	Clerk V	11	2.0	67,917	2.0	67,919	2.0	67,919
0955	Data Entry Operator III	11	1.0	29,340	1.0	30,046	1.0	30,046
0227	Cashier II	10	2.0	75,264	1.0	39,073	1.0	39,073
4220	Clerk IV, Senior (Courts)	10	1.0	29,340	1.0	30,046	1.0	30,046
0172	Bookkeeper II	09	1.0	33,244	1.0	33,245	1.0	33,245
0906	Clerk IV	09	8.0	262,108	7.0	229,456	7.0	229,456
			70.0	\$3,266,481	65.0	\$3,045,765	65.0	\$3,045,765
05 Compensation Services - 3350405								
0529	Chief Deputy Clerk of The Circuit Court	23	1.0	78,915	1.0	79,327	1.0	79,327
2177	Personnel Director II	23	1.0	93,498	1.0	95,359	1.0	95,359
0048	Administrative Assistant III	16	1.0	47,446	1.0	48,318	1.0	48,318
0584	Traffic Violations Supervisor I	16	1.0	51,646	1.0	52,434	1.0	52,434
0047	Administrative Assistant II	14					1.0	40,472
0244	Payroll Division Supervisor II	14	1.0	44,913	1.0	45,809	1.0	45,809
0142	Accountant II	13	1.0	38,288	1.0	38,577	1.0	38,577
0936	Stenographer V	13	1.0	40,046				
4842	Clerk V	13			1.0	40,472		
0046	Administrative Assistant I	12	1.0	40,046	1.0	40,534	1.0	40,534
0954	Data Entry Operator II	09	1.0	28,814	1.0	29,031	1.0	29,031
			9.0	\$463,612	9.0	\$469,861	9.0	\$469,861
06 Financial Planning & Control - 3350406								
0134	Financial Control Officer	24	1.0	104,420	1.0	104,420	1.0	104,420
0740	Assistant Director Budget Planning And Management	22	1.0	82,540	1.0	83,797	1.0	83,797
0294	Administrative Analyst IV	22	1.0	86,322	1.0	87,642	1.0	87,642
0051	Administrative Assistant V	20	1.0	77,742	1.0	77,967	1.0	77,967
0705	Personnel Analyst III	17	1.0	59,090	1.0	59,900	1.0	59,900
0048	Administrative Assistant III	16	1.0	51,646	1.0	52,354	1.0	52,354
0047	Administrative Assistant II	14	3.0	129,228	3.0	131,464	3.0	131,464
0046	Administrative Assistant I	12	3.0	107,901	3.0	108,369	3.0	108,369
0907	Clerk V	11	1.0	28,144	1.0	28,637	1.0	28,637
			13.0	\$727,033	13.0	\$734,550	13.0	\$734,550
05 Executive Clerk for Public Policy								
01 Executive Clerk for Public Policy - 3350501								
0010	Associate Clerk of The Circuit Court	24	1.0	126,466	1.0	126,466	1.0	126,466
0529	Chief Deputy Clerk of The Circuit Court	23	1.0	93,498	1.0	96,298	1.0	96,298
0618	Legal Systems Analyst	22	1.0	73,592	1.0	75,178	1.0	75,178
0050	Administrative Assistant IV	18	1.0	58,212	1.0	59,466	1.0	59,466
0047	Administrative Assistant II	14	1.0	42,095	1.0	43,068	1.0	43,068
0906	Clerk IV	09	1.0	30,137	1.0	30,295	1.0	30,295
			6.0	\$424,000	6.0	\$430,771	6.0	\$430,771
02 General Services - 3350502								
0010	Associate Clerk of The Circuit Court	24	1.0	107,294	1.0	107,294	1.0	107,294
0050	Administrative Assistant IV	18	1.0	61,189	1.0	62,312	1.0	62,312
0048	Administrative Assistant III	16	1.0	51,646	1.0	52,474	1.0	52,474
0980	Duplicating Section Supervisor II	16	1.0	56,496	1.0	57,620	1.0	57,620
0047	Administrative Assistant II	14	2.0	84,370	2.0	85,179	2.0	85,179

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2009 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
0046	Administrative Assistant I	12	2.0	91,638	2.0	91,640	2.0	91,640
0907	Clerk V	11	4.0	165,320	4.0	165,324	4.0	165,324
4215	Warehouse Records Clerk I, Senior	10	1.0	37,121	1.0	37,122	1.0	37,122
4220	Clerk IV, Senior (Courts)	10	2.0	75,264	2.0	75,266	2.0	75,266
0906	Clerk IV	09	2.2	94,896	3.0	94,899	3.0	94,899
			17.2	\$825,234	18.0	\$829,130	18.0	\$829,130
03 Public Information - 3350503								
1114	Systems Analyst V	23	1.0	88,949	1.0	90,794	1.0	90,794
0051	Administrative Assistant V	20	2.0	149,522	2.0	150,783	2.0	150,783
0906	Clerk IV	09	1.0	31,996	1.0	32,238	1.0	32,238
			4.0	\$270,467	4.0	\$273,815	4.0	\$273,815
04 Human Resources - 3350504								
0348	Director of Research	23	1.0	93,498	1.0	95,731	1.0	95,731
0529	Chief Deputy Clerk of The Circuit Court	23			1.0	98,526	1.0	98,526
1114	Systems Analyst V	23	1.0	84,620	1.0	86,639	1.0	86,639
2177	Personnel Director II	23	1.0	82,540	1.0	83,351	1.0	83,351
0618	Legal Systems Analyst	22	2.0	186,740	1.0	90,650	1.0	90,650
0051	Administrative Assistant V	20	2.0	132,562	2.0	134,965	2.0	134,965
1112	Systems Analyst III	20	1.0	68,629	1.0	69,995	1.0	69,995
0048	Administrative Assistant III	16	2.0	103,839	2.0	105,442	2.0	105,442
0553	Court Clerk III	16	1.0	49,379	1.0	50,056	1.0	50,056
0047	Administrative Assistant II	14	3.0	126,030	3.0	127,492	3.0	127,492
0046	Administrative Assistant I	12	1.0	32,316	1.0	32,710	1.0	32,710
0907	Clerk V	11	1.0	35,705	1.0	36,671	1.0	36,671
			16.0	\$995,858	16.0	\$1,012,228	16.0	\$1,012,228
06 Executive Clerk for Operations								
01 Executive Clerk for Operations - 3350601								
0010	Associate Clerk of The Circuit Court	24	1.0	115,144	1.0	115,144	1.0	115,144
0618	Legal Systems Analyst	22	1.0	73,592	1.0	75,351	1.0	75,351
0050	Administrative Assistant IV	18	1.0	49,379	1.0	49,980	1.0	49,980
			3.0	\$238,115	3.0	\$240,475	3.0	\$240,475
02 Special Projects - 3350602								
0051	Administrative Assistant V	20	3.0	204,531	3.0	207,385	3.0	207,385
0143	Accountant III	15	1.0	51,132	1.0	51,993	1.0	51,993
			4.0	\$255,663	4.0	\$259,378	4.0	\$259,378
03 Records Management - 3350603								
0047	Administrative Assistant II	14	1.0	37,159	1.0	37,554	1.0	37,554
0046	Administrative Assistant I	12	4.0	167,588	4.0	168,308	4.0	168,308
1023	Warehouse Records Clerk III	12	1.0	43,825				
4220	Clerk IV, Senior (Courts)	10	1.0	38,143	1.0	38,144	1.0	38,144
			7.0	\$286,715	6.0	\$244,006	6.0	\$244,006
04 Appeals - 3350604								
0529	Chief Deputy Clerk of The Circuit Court	23	1.0	88,949	1.0	91,214	1.0	91,214
0618	Legal Systems Analyst	22	1.0	93,966	1.0	94,600	1.0	94,600
0046	Administrative Assistant I	12	4.0	180,164	4.0	180,170	4.0	180,170
0907	Clerk V	11	1.0	36,424	1.0	36,868	1.0	36,868
4220	Clerk IV, Senior (Courts)	10	3.0	111,893	3.0	111,896	3.0	111,896
0906	Clerk IV	09	4.0	123,356	4.0	126,470	4.0	126,470
0954	Data Entry Operator II	09	1.0	33,244	1.0	33,245	1.0	33,245
			15.0	\$667,996	15.0	\$674,463	15.0	\$674,463
07 County Wide Operations Bureau								

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2009 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
01 County-Wide Operations Bureau Administration - 3350701								
0010	Associate Clerk of The Circuit Court	24	1.0	107,979	1.0	107,979	1.0	107,979
1108	Programmer IV	22	1.0	88,949	1.0	90,794	1.0	90,794
0048	Administrative Assistant III	16	1.0	47,211	1.0	47,712	1.0	47,712
			3.0	\$244,139	3.0	\$246,485	3.0	\$246,485
02 Chancery Division - 3350702								
0529	Chief Deputy Clerk of The Circuit Court	23	1.0	94,436	1.0	95,875	1.0	95,875
0293	Administrative Analyst III	21	1.0	80,912	1.0	83,032	1.0	83,032
0554	Court Clerk IV	17	1.0	60,885	1.0	61,061	1.0	61,061
0553	Court Clerk III	16	1.0	48,403	1.0	49,446	1.0	49,446
0608	Court Clerk/Trainer	15	1.0	58,100	1.0	58,101	1.0	58,101
0047	Administrative Assistant II	14	1.0	38,288	1.0	39,113	1.0	39,113
0552	Court Clerk II	14	3.0	161,907	3.0	161,910	3.0	161,910
0142	Accountant II	13	1.0	47,873	1.0	47,874	1.0	47,874
0551	Court Clerk I	13	18.0	859,242	18.0	862,449	18.0	862,449
0046	Administrative Assistant I	12	2.0	93,874	2.0	93,876	2.0	93,876
0228	Cashier III	12	1.0	40,913	1.0	41,296	1.0	41,296
1101	Computer Operator I	12	1.0	44,701	1.0	44,702	1.0	44,702
0955	Data Entry Operator III	11	1.0	39,825				
0227	Cashier II	10	2.0	71,214	2.0	73,058	2.0	73,058
4215	Warehouse Records Clerk I, Senior	10	1.0	31,428	1.0	32,765	1.0	32,765
4220	Clerk IV, Senior (Courts)	10	7.0	260,118	5.0	187,502	5.0	187,502
0226	Cashier I	09	1.0	29,340	1.0	30,573	1.0	30,573
0906	Clerk IV	09	8.0	253,156	8.0	256,047	8.0	256,047
0954	Data Entry Operator II	09	1.0	31,888				
			53.0	\$2,346,503	49.0	\$2,218,680	49.0	\$2,218,680
03 Probate Division - 3350703								
0529	Chief Deputy Clerk of The Circuit Court	23	1.0	95,382	1.0	96,174	1.0	96,174
1112	Systems Analyst III	20	1.0	71,780	1.0	72,708	1.0	72,708
0555	Court Clerk V	18	1.0	58,212	1.0	59,787	1.0	59,787
0048	Administrative Assistant III	16	1.0	56,496	1.0	56,659	1.0	56,659
0553	Court Clerk III	16	1.0	56,496	1.0	57,620	1.0	57,620
0608	Court Clerk/Trainer	15	1.0	58,100	1.0	58,101	1.0	58,101
0552	Court Clerk II	14	2.0	104,359	2.0	104,361	2.0	104,361
0142	Accountant II	13	1.0	46,935	1.0	46,936	1.0	46,936
0551	Court Clerk I	13	11.0	514,186	11.0	522,854	11.0	522,854
0046	Administrative Assistant I	12	6.0	249,221	6.0	249,721	6.0	249,721
0228	Cashier III	12	1.0	43,825	1.0	43,828	1.0	43,828
1101	Computer Operator I	12	2.0	85,304	1.0	42,653	1.0	42,653
0907	Clerk V	11	2.0	78,026	2.0	79,241	2.0	79,241
0227	Cashier II	10	1.0	37,121	1.0	37,122	1.0	37,122
4210	Data Entry Operator II, Senior (Courts)	10	1.0	35,607				
4220	Clerk IV, Senior (Courts)	10	9.0	315,534	9.0	319,760	9.0	319,760
0906	Clerk IV	09	2.0	66,544	2.0	66,546	2.0	66,546
			44.0	\$1,973,128	42.0	\$1,914,071	42.0	\$1,914,071
04 County Division - 3350704								
0529	Chief Deputy Clerk of The Circuit Court	23	1.0	88,949	1.0	90,864	1.0	90,864
0618	Legal Systems Analyst	22	1.0	73,592	1.0	74,717	1.0	74,717
0048	Administrative Assistant III	16	1.0	51,646	1.0	52,194	1.0	52,194
0553	Court Clerk III	16	1.0	42,943	1.0	43,466	1.0	43,466
0608	Court Clerk/Trainer	15	1.0	58,100	1.0	58,101	1.0	58,101

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2009 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
0552	Court Clerk II	14	3.0	136,082	3.0	136,530	3.0	136,530
0551	Court Clerk I	13	8.0	378,174	8.0	379,324	8.0	379,324
0046	Administrative Assistant I	12	3.0	135,463	2.0	91,640	2.0	91,640
0228	Cashier III	12	1.0	43,825	1.0	43,828	1.0	43,828
0907	Clerk V	11	3.0	114,669	2.0	79,725	2.0	79,725
4220	Clerk IV, Senior (Courts)	10	8.0	286,259	8.0	288,973	8.0	288,973
0226	Cashier I	09	1.0	31,888	1.0	32,603	1.0	32,603
0906	Clerk IV	09	3.0	88,224	2.0	60,540	2.0	60,540
1021	Warehouse Records Clerk I	09	1.0	34,656	1.0	34,657	1.0	34,657
			36.0	\$1,564,470	33.0	\$1,467,162	33.0	\$1,467,162
05 Law Division - 3350705								
0529	Chief Deputy Clerk of The Circuit Court	23	1.0	93,498	1.0	96,100	1.0	96,100
0618	Legal Systems Analyst	22	1.0	84,620	1.0	86,906	1.0	86,906
0050	Administrative Assistant IV	18	1.0	64,319	1.0	65,052	1.0	65,052
0555	Court Clerk V	18	1.0	63,048	1.0	64,803	1.0	64,803
0554	Court Clerk IV	17	1.0	59,090	1.0	60,641	1.0	60,641
0048	Administrative Assistant III	16	1.0	54,832	1.0	55,330	1.0	55,330
0143	Accountant III	15	1.0	41,884	1.0	42,103	1.0	42,103
0608	Court Clerk/Trainer	15	2.0	83,478	2.0	83,789	2.0	83,789
0047	Administrative Assistant II	14	1.0	39,060	1.0	39,264	1.0	39,264
0174	Bookkeeper IV	14	1.0	26,996	1.0	28,145	1.0	28,145
0552	Court Clerk II	14	7.0	377,783	7.0	377,790	7.0	377,790
0142	Accountant II	13	1.0	47,873	1.0	47,874	1.0	47,874
0936	Stenographer V	13	1.0	50,267	1.0	50,268	1.0	50,268
0551	Court Clerk I	13	56.0	2,617,996	56.0	2,624,590	56.0	2,624,590
0046	Administrative Assistant I	12	6.0	270,926	6.0	270,936	6.0	270,936
0228	Cashier III	12	1.0	42,652	1.0	42,653	1.0	42,653
0907	Clerk V	11	8.0	310,445	8.0	312,269	8.0	312,269
0955	Data Entry Operator III	11	1.0	40,921				
0227	Cashier II	10	3.0	110,871	3.0	110,874	3.0	110,874
4220	Clerk IV, Senior (Courts)	10	13.0	465,979	13.0	473,806	13.0	473,806
0906	Clerk IV	09	10.0	311,452	10.0	318,135	10.0	318,135
0954	Data Entry Operator II	09	2.0	60,240	2.0	61,390	2.0	61,390
			120.0	\$5,318,230	119.0	\$5,312,718	119.0	\$5,312,718
08 Family Law Bureau								
01 Family Law Administration - 3350801								
0010	Associate Clerk of The Circuit Court	24	1.0	107,295	1.0	107,295	1.0	107,295
0050	Administrative Assistant IV	18	1.0	58,212	1.0	44,580	1.0	44,580
0585	Traffic Violations Supervisor II	18	1.0	63,681	1.0	64,653	1.0	64,653
0048	Administrative Assistant III	16	1.0	56,496	1.0	56,529	1.0	56,529
0047	Administrative Assistant II	14	1.0	38,288	1.0	39,113	1.0	39,113
			5.0	\$323,972	5.0	\$312,170	5.0	\$312,170
02 Domestic Relations Division - 3350802								
0529	Chief Deputy Clerk of The Circuit Court	23	1.0	95,382	1.0	97,132	1.0	97,132
0618	Legal Systems Analyst	22	1.0	86,322	1.0	86,973	1.0	86,973
0050	Administrative Assistant IV	18	3.0	176,516	3.0	177,673	3.0	177,673
1118	Data Processing Coordinator	16	1.0	47,211	1.0	47,457	1.0	47,457
0553	Court Clerk III	16			1.0	37,439	1.0	37,439
0143	Accountant III	15	1.0	47,446	1.0	48,171	1.0	48,171
0608	Court Clerk/Trainer	15	2.0	113,434	2.0	113,436	2.0	113,436
0047	Administrative Assistant II	14	1.0	49,133	1.0	49,693	1.0	49,693

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2009 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
0552	Court Clerk II	14	3.0	161,907	3.0	161,910	3.0	161,910
0142	Accountant II	13	2.0	98,140	2.0	98,142	2.0	98,142
4200	Computer Operator I Senior (Courts)	13	2.0	95,746	1.0	47,874	1.0	47,874
0551	Court Clerk I	13	34.0	1,615,296	34.0	1,620,352	34.0	1,620,352
0046	Administrative Assistant I	12	3.0	134,587				
1101	Computer Operator I	12	2.0	74,041	1.0	30,589	1.0	30,589
0907	Clerk V	11	5.0	178,800	3.0	98,354	3.0	98,354
0955	Data Entry Operator III	11	1.0	40,921				
0227	Cashier II	10	2.0	72,728	2.0	72,730	2.0	72,730
4210	Data Entry Operator II, Senior (Courts)	10	3.0	99,358	2.0	64,198	2.0	64,198
4220	Clerk IV, Senior (Courts)	10	8.0	288,029	5.0	173,913	5.0	173,913
0226	Cashier I	09	2.0	61,228	2.0	61,788	2.0	61,788
0906	Clerk IV	09	3.0	91,920	3.0	93,348	3.0	93,348
0954	Data Entry Operator II	09	1.0	26,336	1.0	26,657	1.0	26,657
			81.0	\$3,654,481	70.0	\$3,207,829	70.0	\$3,207,829
03 Juvenile Child Protection Division - 3350803								
0529	Chief Deputy Clerk of The Circuit Court	23	1.0	93,498	1.0	95,510	1.0	95,510
0554	Court Clerk IV	17	1.0	54,560	1.0	55,224	1.0	55,224
0048	Administrative Assistant III	16	1.0	54,288	1.0	54,570	1.0	54,570
0517	Legal Secretary	15	1.0	52,686	1.0	53,695	1.0	53,695
0608	Court Clerk/Trainer	15	1.0	58,100	1.0	58,101	1.0	58,101
0047	Administrative Assistant II	14	1.0	46,280	1.0	47,348	1.0	47,348
0552	Court Clerk II	14	6.0	318,672	6.0	318,678	6.0	318,678
0551	Court Clerk I	13	11.0	477,240	11.0	479,958	11.0	479,958
0046	Administrative Assistant I	12	3.0	129,439	3.0	129,444	3.0	129,444
0907	Clerk V	11	3.0	121,667	3.0	121,670	3.0	121,670
4220	Clerk IV, Senior (Courts)	10	4.0	137,501	4.0	137,997	4.0	137,997
0906	Clerk IV	09	1.0	34,656	1.0	34,657	1.0	34,657
			34.0	\$1,578,587	34.0	\$1,586,852	34.0	\$1,586,852
04 Juvenile Justice Division - 3350804								
0529	Chief Deputy Clerk of The Circuit Court	23	2.0	171,414	2.0	173,059	2.0	173,059
1113	Systems Analyst IV	21	1.0	80,912	1.0	82,144	1.0	82,144
0554	Court Clerk IV	17	1.0	58,504	1.0	60,302	1.0	60,302
0553	Court Clerk III	16	1.2	97,926	2.0	99,433	2.0	99,433
0608	Court Clerk/Trainer	15	1.0	55,334	1.0	55,335	1.0	55,335
0047	Administrative Assistant II	14	1.0	47,684	1.0	49,296	1.0	49,296
0552	Court Clerk II	14	7.0	364,707	7.0	367,913	7.0	367,913
0551	Court Clerk I	13	9.0	420,862	9.0	420,872	9.0	420,872
0046	Administrative Assistant I	12	2.0	89,402	2.0	89,404	2.0	89,404
1101	Computer Operator I	12	1.0	43,825	1.0	43,828	1.0	43,828
0907	Clerk V	11	3.0	122,763	3.0	122,766	3.0	122,766
0955	Data Entry Operator III	11	2.0	81,842	1.0	40,922	1.0	40,922
4210	Data Entry Operator II, Senior (Courts)	10	2.0	72,728	2.0	72,730	2.0	72,730
4220	Clerk IV, Senior (Courts)	10	5.0	182,085	5.0	182,089	5.0	182,089
0906	Clerk IV	09	3.0	95,664	3.0	97,393	3.0	97,393
			41.2	\$1,985,652	41.0	\$1,957,486	41.0	\$1,957,486
05 Child Support Program - 3350805								
0551	Court Clerk I	13	5.0	233,522	5.0	235,314	5.0	235,314
4210	Data Entry Operator II, Senior (Courts)	10	1.0	35,607	1.0	37,229	1.0	37,229
4220	Clerk IV, Senior (Courts)	10	5.0	181,956	5.0	183,297	5.0	183,297
			11.0	\$451,085	11.0	\$455,840	11.0	\$455,840

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2009 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
09 Criminal Bureau								
01 Criminal Bureau Administration - 3350901								
0010	Associate Clerk of The Circuit Court	24	1.0	107,979	1.0	107,979	1.0	107,979
0048	Administrative Assistant III	16	1.0	55,382	1.0	56,056	1.0	56,056
			2.0	\$163,361	2.0	\$164,035	2.0	\$164,035
02 Criminal Division - 3350902								
0529	Chief Deputy Clerk of The Circuit Court	23	1.0	82,540	1.0	83,669	1.0	83,669
0618	Legal Systems Analyst	22	1.0	77,355	1.0	78,895	1.0	78,895
0051	Administrative Assistant V	20	1.0	68,629	1.0	68,987	1.0	68,987
0577	Criminal Records & Filing Supervisor II	20	1.0	77,742	1.0	78,990	1.0	78,990
0555	Court Clerk V	18	2.0	116,610	2.0	117,829	2.0	117,829
0554	Court Clerk IV	17	1.0	59,090	1.0	59,672	1.0	59,672
0048	Administrative Assistant III	16	1.0	51,646	1.0	51,915	1.0	51,915
0553	Court Clerk III	16	3.0	164,542	3.0	166,863	3.0	166,863
0608	Court Clerk/Trainer	15	1.0	55,334	1.0	55,335	1.0	55,335
0047	Administrative Assistant II	14	3.0	138,912	3.0	140,764	3.0	140,764
1102	Computer Operator II	14	1.0	36,424	1.0	37,295	1.0	37,295
0552	Court Clerk II	14	6.0	321,243	6.0	321,249	6.0	321,249
0142	Accountant II	13	1.0	26,996	1.0	27,249	1.0	27,249
4200	Computer Operator I Senior (Courts)	13	1.0	47,873	1.0	47,874	1.0	47,874
0551	Court Clerk I	13	51.2	2,344,115	52.0	2,355,824	52.0	2,355,824
0046	Administrative Assistant I	12	12.0	536,207	12.0	536,225	12.0	536,225
0907	Clerk V	11	5.0	181,553	5.0	183,411	5.0	183,411
0955	Data Entry Operator III	11	1.0	26,996	1.0	27,249	1.0	27,249
0227	Cashier II	10	2.0	65,139	2.0	65,393	2.0	65,393
4220	Clerk IV, Senior (Courts)	10	15.0	513,604	15.0	520,269	15.0	520,269
0906	Clerk IV	09	5.2	181,608	6.0	181,952	6.0	181,952
0954	Data Entry Operator II	09	0.2	26,996	1.0	26,997	1.0	26,997
			115.6	\$5,201,154	118.0	\$5,233,906	118.0	\$5,233,906
03 Criminal Department - 3350903								
0529	Chief Deputy Clerk of The Circuit Court	23	1.0	98,280	1.0	99,246	1.0	99,246
0579	Criminal Records & Filing Supervisor III	22	1.0	92,108	1.0	93,015	1.0	93,015
0577	Criminal Records & Filing Supervisor II	20	1.0	70,362	1.0	72,043	1.0	72,043
0050	Administrative Assistant IV	18	1.0	64,964	1.0	65,705	1.0	65,705
0554	Court Clerk IV	17	3.0	180,860	3.0	183,992	3.0	183,992
0048	Administrative Assistant III	16	5.0	252,094	5.0	269,344	5.0	269,344
0553	Court Clerk III	16	4.0	220,575	4.0	222,004	4.0	222,004
0608	Court Clerk/Trainer	15	1.0	58,100	1.0	58,101	1.0	58,101
0047	Administrative Assistant II	14	4.0	190,268	4.0	193,727	4.0	193,727
0174	Bookkeeper IV	14	1.0	34,139	1.0	34,816	1.0	34,816
0552	Court Clerk II	14	9.0	455,169	9.0	456,973	9.0	456,973
0142	Accountant II	13	1.0	47,873	1.0	47,874	1.0	47,874
0936	Stenographer V	13	1.0	26,996	1.0	27,249	1.0	27,249
0551	Court Clerk I	13	69.0	3,151,195	69.0	3,166,929	69.0	3,166,929
0046	Administrative Assistant I	12	19.0	824,923	16.0	690,762	16.0	690,762
0228	Cashier III	12	1.0	43,825	1.0	43,828	1.0	43,828
1101	Computer Operator I	12	1.0	44,701				
0907	Clerk V	11	2.0	56,336	2.0	57,838	2.0	57,838
0955	Data Entry Operator III	11	2.0	81,842	1.0	40,922	1.0	40,922
4210	Data Entry Operator II, Senior (Courts)	10	1.0	38,143	1.0	38,144	1.0	38,144
4220	Clerk IV, Senior (Courts)	10	20.0	734,872	15.0	552,168	15.0	552,168

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2009 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
0226	Cashier I	09	2.0	62,476	2.0	62,813	2.0	62,813
0906	Clerk IV	09	20.4	674,764	21.0	651,919	21.0	651,919
0954	Data Entry Operator II	09	3.0	85,676	3.0	87,884	3.0	87,884
4613	Internship Clerk	09	1.0	28,814	1.0	28,965	1.0	28,965
			174.4	\$7,619,355	165.0	\$7,246,261	165.0	\$7,246,261
10 1st Municipal Bureau								
01 Civil Division - 3351001								
0010	Associate Clerk of The Circuit Court	24	1.0	107,280	1.0	107,280	1.0	107,280
0618	Legal Systems Analyst	22	1.0	88,949	1.0	90,512	1.0	90,512
0051	Administrative Assistant V	20	3.0	200,057	3.0	203,347	3.0	203,347
0050	Administrative Assistant IV	18	3.0	189,144	3.0	193,699	3.0	193,699
0555	Court Clerk V	18	2.0	118,492	2.0	119,610	2.0	119,610
0554	Court Clerk IV	17	2.0	109,288	2.0	109,576	2.0	109,576
0048	Administrative Assistant III	16	2.0	97,231	2.0	99,008	2.0	99,008
0553	Court Clerk III	16	2.0	103,785	2.0	104,925	2.0	104,925
4804	File Manager III	16	1.0	42,943	1.0	43,466	1.0	43,466
0143	Accountant III	15	1.0	51,132	1.0	51,953	1.0	51,953
0608	Court Clerk/Trainer	15	2.0	116,200	2.0	116,202	2.0	116,202
0047	Administrative Assistant II	14	3.0	130,298	2.0	93,046	2.0	93,046
0552	Court Clerk II	14	6.0	296,841	6.0	297,099	6.0	297,099
0142	Accountant II	13	4.0	169,677	4.0	169,681	4.0	169,681
0551	Court Clerk I	13	57.0	2,741,447	57.0	2,743,018	57.0	2,743,018
0046	Administrative Assistant I	12	17.0	771,581	17.0	771,602	17.0	771,602
1101	Computer Operator I	12	1.0	43,825	1.0	43,828	1.0	43,828
0907	Clerk V	11	25.0	1,004,486	25.0	1,008,167	25.0	1,008,167
0955	Data Entry Operator III	11	2.0	81,842	2.0	81,844	2.0	81,844
0227	Cashier II	10	10.0	371,248	10.0	371,258	10.0	371,258
4220	Clerk IV, Senior (Courts)	10	42.4	1,595,124	44.0	1,607,332	44.0	1,607,332
0906	Clerk IV	09	26.0	798,044	25.4	796,901	25.4	796,901
0954	Data Entry Operator II	09	7.2	242,620	8.0	250,181	8.0	250,181
			220.6	\$9,471,534	221.4	\$9,473,535	221.4	\$9,473,535
02 Traffic Division - 3351002								
0581	Director of Traffic Violations Bureau II	23	1.0	88,949	1.0	90,719	1.0	90,719
1108	Programmer IV	22	1.0	75,077	1.0	76,568	1.0	76,568
1112	Systems Analyst III	20	1.0	75,452	1.0	76,950	1.0	76,950
0145	Accountant V	19	1.0	71,067	1.0	71,877	1.0	71,877
0050	Administrative Assistant IV	18	2.0	127,386	2.0	128,938	2.0	128,938
0555	Court Clerk V	18	1.0	61,189	1.0	62,312	1.0	62,312
0585	Traffic Violations Supervisor II	18	2.0	126,153	2.0	127,443	2.0	127,443
0508	Court Coordinator II	17	1.0	57,347	1.0	58,046	1.0	58,046
0554	Court Clerk IV	17	1.0	59,090	1.0	59,809	1.0	59,809
0048	Administrative Assistant III	16	1.0	49,379	1.0	49,942	1.0	49,942
0584	Traffic Violations Supervisor I	16	1.0	42,943	1.0	43,466	1.0	43,466
0608	Court Clerk/Trainer	15	1.0	58,100	1.0	58,101	1.0	58,101
0047	Administrative Assistant II	14	7.0	325,506	7.0	329,132	7.0	329,132
0174	Bookkeeper IV	14	1.0	34,139	1.0	38,206	1.0	38,206
0552	Court Clerk II	14	10.0	539,690	10.0	539,700	10.0	539,700
0142	Accountant II	13	5.0	223,276	5.0	224,429	5.0	224,429
4200	Computer Operator I Senior (Courts)	13	1.0	50,267				
0551	Court Clerk I	13	36.0	1,601,893	36.0	1,608,830	36.0	1,608,830
0046	Administrative Assistant I	12	21.0	898,690	21.0	904,378	21.0	904,378

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2009 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
0228	Cashier III	12	2.0	88,526	2.0	88,530	2.0	88,530
1101	Computer Operator I	12	2.0	91,638	1.0	44,702	1.0	44,702
0907	Clerk V	11	18.0	693,604	18.0	695,380	18.0	695,380
0227	Cashier II	10	6.0	223,748	6.0	224,827	6.0	224,827
4210	Data Entry Operator II, Senior (Courts)	10	1.0	35,607	1.0	35,608	1.0	35,608
4220	Clerk IV, Senior (Courts)	10	49.2	1,833,475	50.0	1,849,851	50.0	1,849,851
0226	Cashier I	09	1.0	31,888	1.0	32,603	1.0	32,603
0906	Clerk IV	09	8.0	238,780	8.0	245,316	8.0	245,316
			182.2	\$7,802,859	181.0	\$7,765,663	181.0	\$7,765,663
11 Suburban Operations Bureau								
01 Suburban Operations Bureau Administration - 3351101								
0010	Associate Clerk of The Circuit Court	24	1.0	107,979	1.0	107,979	1.0	107,979
1112	Systems Analyst III	20	1.0	70,362	1.0	72,320	1.0	72,320
			2.0	\$178,341	2.0	\$180,299	2.0	\$180,299
02 District 2 - Skokie - 3351102								
0529	Chief Deputy Clerk of The Circuit Court	23	1.0	94,436	1.0	97,188	1.0	97,188
1113	Systems Analyst IV	21	1.0	80,912	1.0	82,019	1.0	82,019
0555	Court Clerk V	18	1.0	64,964	1.0	65,856	1.0	65,856
0585	Traffic Violations Supervisor II	18	1.0	64,964	1.0	66,157	1.0	66,157
0508	Court Coordinator II	17	1.0	58,504	1.0	59,397	1.0	59,397
0576	Criminal Records & Filing Supervisor I	17	1.0	60,280	1.0	60,873	1.0	60,873
1118	Data Processing Coordinator	16	1.0	56,496	1.0	57,183	1.0	57,183
0553	Court Clerk III	16	1.0	49,379	1.0	49,751	1.0	49,751
0608	Court Clerk/Trainer	15	2.0	116,200	2.0	116,202	2.0	116,202
0552	Court Clerk II	14	7.0	370,070	7.0	370,077	7.0	370,077
0142	Accountant II	13	3.0	127,480	3.0	128,188	3.0	128,188
0551	Court Clerk I	13	15.0	644,816	15.0	655,235	15.0	655,235
0046	Administrative Assistant I	12	11.0	477,210	11.0	478,510	11.0	478,510
1101	Computer Operator I	12	2.0	89,402				
0173	Bookkeeper III	11	1.0	29,340	1.0	30,046	1.0	30,046
0907	Clerk V	11	7.0	267,946	6.0	228,140	6.0	228,140
0955	Data Entry Operator III	11	2.0	79,650				
0227	Cashier II	10	4.0	147,992	4.0	147,996	4.0	147,996
4210	Data Entry Operator II, Senior (Courts)	10	1.0	30,147	0.6	18,845	0.6	18,845
4220	Clerk IV, Senior (Courts)	10	11.0	367,574	10.0	336,890	10.0	336,890
0906	Clerk IV	09	11.4	364,586	12.6	375,141	12.6	375,141
0954	Data Entry Operator II	09	1.0	29,340	1.0	30,046	1.0	30,046
			86.4	\$3,671,688	81.2	\$3,453,740	81.2	\$3,453,740
03 District 3 - Rolling Meadows - 3351103								
0529	Chief Deputy Clerk of The Circuit Court	23	1.0	90,742	1.0	91,704	1.0	91,704
0816	Training Coordinator IV	21	1.0	80,912	1.0	82,842	1.0	82,842
0555	Court Clerk V	18	1.0	63,048	1.0	64,157	1.0	64,157
0508	Court Coordinator II	17	1.0	44,247	1.0	60,874	1.0	60,874
0553	Court Clerk III	16	2.0	107,028	2.0	108,344	2.0	108,344
0047	Administrative Assistant II	14	2.0	74,712	1.7	66,969	1.7	66,969
0552	Court Clerk II	14	11.0	552,030	11.0	552,293	11.0	552,293
0142	Accountant II	13	3.0	145,075	3.0	145,078	3.0	145,078
4200	Computer Operator I Senior (Courts)	13	1.0	47,873				
0551	Court Clerk I	13	14.0	647,458	14.0	647,964	14.0	647,964
0046	Administrative Assistant I	12	10.0	442,412	10.0	445,157	10.0	445,157
0228	Cashier III	12	1.0	43,825	1.0	43,828	1.0	43,828

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2009 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
1101	Computer Operator I	12	2.0	86,477	2.0	86,481	2.0	86,481
0907	Clerk V	11	6.0	222,474	6.0	222,986	6.0	222,986
0227	Cashier II	10	4.0	141,099	4.0	141,942	4.0	141,942
4210	Data Entry Operator II, Senior (Courts)	10	4.0	119,293	3.6	120,694	3.6	120,694
4220	Clerk IV, Senior (Courts)	10	14.2	561,459	14.0	529,626	14.0	529,626
0906	Clerk IV	09	15.0	465,908	15.0	475,813	15.0	475,813
0954	Data Entry Operator II	09	3.0	91,816	3.0	94,416	3.0	94,416
			96.2	\$4,027,888	94.3	\$3,981,168	94.3	\$3,981,168
04 Districty 4 - Maywood - 3351104								
0529	Chief Deputy Clerk of The Circuit Court	23	1.0	90,742	1.0	91,214	1.0	91,214
0051	Administrative Assistant V	20	1.0	68,629	1.0	69,305	1.0	69,305
0050	Administrative Assistant IV	18	2.0	129,283	2.0	130,708	2.0	130,708
0585	Traffic Violations Supervisor II	18	1.0	62,112	1.0	63,621	1.0	63,621
0048	Administrative Assistant III	16	1.0	56,496	1.0	57,140	1.0	57,140
0553	Court Clerk III	16	1.0	50,625	1.0	51,555	1.0	51,555
0608	Court Clerk/Trainer	15	2.0	116,200	2.0	116,202	2.0	116,202
0047	Administrative Assistant II	14	1.0	40,853	1.0	41,130	1.0	41,130
0552	Court Clerk II	14	10.0	514,082	10.0	515,670	10.0	515,670
0142	Accountant II	13	1.0	47,873	1.0	47,874	1.0	47,874
4200	Computer Operator I Senior (Courts)	13	2.0	74,869	1.0	26,997	1.0	26,997
0551	Court Clerk I	13	9.0	395,286	9.0	397,457	9.0	397,457
0046	Administrative Assistant I	12	10.2	488,215	11.0	488,232	11.0	488,232
0228	Cashier III	12	2.0	86,477	2.0	86,481	2.0	86,481
0907	Clerk V	11	2.0	79,122	2.0	79,123	2.0	79,123
0955	Data Entry Operator III	11	1.0	41,739				
0227	Cashier II	10	2.0	63,751	2.0	66,011	2.0	66,011
4210	Data Entry Operator II, Senior (Courts)	10	2.0	76,286	2.0	76,288	2.0	76,288
4220	Clerk IV, Senior (Courts)	10	12.0	443,228	11.0	407,299	11.0	407,299
0906	Clerk IV	09	6.0	181,396	6.0	186,376	6.0	186,376
0954	Data Entry Operator II	09	3.0	83,430	2.6	84,605	2.6	84,605
			72.2	\$3,190,694	69.6	\$3,083,288	69.6	\$3,083,288
05 District 5 - Bridgeview - 3351105								
0529	Chief Deputy Clerk of The Circuit Court	23	1.0	75,077	1.0	75,641	1.0	75,641
0050	Administrative Assistant IV	18	1.0	60,280	1.0	60,734	1.0	60,734
0585	Traffic Violations Supervisor II	18	1.0	63,048	1.0	64,605	1.0	64,605
0048	Administrative Assistant III	16	1.0	47,211	1.0	48,150	1.0	48,150
0608	Court Clerk/Trainer	15	2.0	113,434	2.0	113,436	2.0	113,436
0047	Administrative Assistant II	14	3.0	122,330	2.7	124,463	2.7	124,463
0552	Court Clerk II	14	10.0	529,406	10.0	529,416	10.0	529,416
0142	Accountant II	13	2.0	90,752	2.0	92,698	2.0	92,698
4200	Computer Operator I Senior (Courts)	13	1.0	26,996	1.0	27,249	1.0	27,249
0551	Court Clerk I	13	23.2	1,066,653	24.0	1,071,674	24.0	1,071,674
0046	Administrative Assistant I	12	10.0	424,139	10.0	424,405	10.0	424,405
0228	Cashier III	12	1.0	42,652	1.0	42,653	1.0	42,653
1023	Warehouse Records Clerk III	12	1.0	28,144	1.0	28,454	1.0	28,454
0907	Clerk V	11	5.0	204,327	5.0	204,332	5.0	204,332
0227	Cashier II	10	6.0	216,302	6.0	217,445	6.0	217,445
4210	Data Entry Operator II, Senior (Courts)	10	4.0	141,597	4.0	141,850	4.0	141,850
4220	Clerk IV, Senior (Courts)	10	16.0	568,855	16.0	577,782	16.0	577,782
0906	Clerk IV	09	7.0	208,252	7.0	212,823	7.0	212,823
1021	Warehouse Records Clerk I	09	1.0	30,588	1.0	31,124	1.0	31,124

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2009 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
			96.2	\$4,060,043	96.7	\$4,088,934	96.7	\$4,088,934
06 District 6 - Markham - 3351106								
0529	Chief Deputy Clerk of The Circuit Court	23	1.0	96,337	1.0	97,286	1.0	97,286
0618	Legal Systems Analyst	22	1.0	90,290	1.0	91,666	1.0	91,666
0555	Court Clerk V	18	2.0	125,470	2.0	129,149	2.0	129,149
0585	Traffic Violations Supervisor II	18	1.0	62,422	1.0	63,037	1.0	63,037
0508	Court Coordinator II	17	1.0	58,504	1.0	59,994	1.0	59,994
0048	Administrative Assistant III	16	1.0	55,382	1.0	55,885	1.0	55,885
0553	Court Clerk III	16	1.0	54,832	1.0	55,669	1.0	55,669
0608	Court Clerk/Trainer	15	2.0	116,200	2.0	116,202	2.0	116,202
0047	Administrative Assistant II	14	1.0	49,133	1.0	49,655	1.0	49,655
0174	Bookkeeper IV	14	1.0	51,398	1.0	51,399	1.0	51,399
0552	Court Clerk II	14	7.0	296,637	7.0	298,749	7.0	298,749
0142	Accountant II	13	3.0	142,681	3.0	142,684	3.0	142,684
4200	Computer Operator I Senior (Courts)	13	1.0	46,935	1.0	47,610	1.0	47,610
0551	Court Clerk I	13	31.0	1,438,025	31.0	1,443,413	31.0	1,443,413
0046	Administrative Assistant I	12	12.0	455,879	12.0	459,709	12.0	459,709
0228	Cashier III	12	1.0	43,825	1.0	43,828	1.0	43,828
1101	Computer Operator I	12	2.0	70,821	2.0	73,036	2.0	73,036
0907	Clerk V	11	7.0	263,285	7.0	265,229	7.0	265,229
0955	Data Entry Operator III	11	1.0	39,825				
0227	Cashier II	10	6.0	219,537	6.0	221,867	6.0	221,867
4210	Data Entry Operator II, Senior (Courts)	10	1.0	35,607	1.0	35,608	1.0	35,608
4220	Clerk IV, Senior (Courts)	10	16.0	575,953	16.0	579,990	16.0	579,990
0226	Cashier I	09	2.0	66,544	2.0	67,104	2.0	67,104
0906	Clerk IV	09	3.0	89,268	2.5	79,560	2.5	79,560
0954	Data Entry Operator II	09	2.0	69,312	1.5	55,299	1.5	55,299
			107.0	\$4,614,102	105.0	\$4,583,628	105.0	\$4,583,628
Total Salaries and Positions			1,779.2	\$79,640,244	1,734.2	\$77,955,112	1,734.2	\$77,955,112
Turnover Adjustment						(1,169,326)		(1,169,326)
Operating Funds Total			1,779.2	\$79,640,244	1,734.2	\$76,785,786	1,734.2	\$76,785,786

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE
DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Grade	2009 Current		Department Request		President's Recommendation	
	FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
SEL	1.0	105,000	1.0	105,000	1.0	105,000
24	11.0	1,213,416	11.0	1,213,416	11.0	1,213,416
23	25.0	2,250,466	26.0	2,385,980	26.0	2,385,980
22	20.0	1,711,101	19.0	1,639,450	19.0	1,639,450
21	5.0	394,010	5.0	401,914	5.0	401,914
20	23.0	1,620,283	23.0	1,644,413	23.0	1,644,413
19	3.0	213,201	2.0	143,590	2.0	143,590
18	41.0	2,524,060	41.0	2,548,944	41.0	2,548,944
17	24.0	1,394,834	23.0	1,367,474	23.0	1,367,474
16	56.2	2,956,048	58.0	3,045,038	58.0	3,045,038
15	32.0	1,716,509	32.0	1,723,612	32.0	1,723,612
14	162.0	7,871,964	160.4	7,876,658	161.4	7,917,130
13	506.4	23,316,465	504.0	23,218,625	503.0	23,178,153
12	201.2	8,693,131	188.0	8,090,574	188.0	8,090,574
11	139.0	5,351,038	125.0	4,809,430	125.0	4,809,430
10	334.8	12,170,788	321.2	11,664,573	321.2	11,664,573
09	194.6	6,137,930	194.6	6,076,421	194.6	6,076,421
Total Salaries and Positions	1,779.2	\$79,640,244	1,734.2	\$77,955,112	1,734.2	\$77,955,112
Turnover Adjustment				(1,169,326)		(1,169,326)
Operating Funds Total	1,779.2	\$79,640,244	1,734.2	\$76,785,786	1,734.2	\$76,785,786

DEPARTMENT OVERVIEW

528 CIRCUIT COURT AUTOMATION FUND

Department Mission

It is the mission of the Office of the Clerk of the Circuit Court to serve the citizens of Cook County and the participants in the judicial system in an efficient, effective and ethical manner. All services, information and court records will be provided with courtesy and cost efficiency.

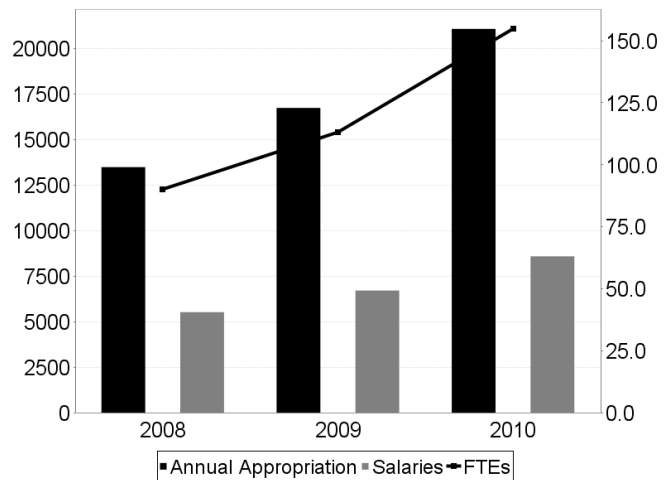
Goals and Objectives

- Management Information Systems (MIS) Court Automation Fund is responsible for ensuring that the automated systems that support the activities of the Circuit Court are responsive to the needs of the many constituencies of the Court are maintained appropriately to provide constant access to both internal and external users. The Circuit Court Automation Fund ensures that significant progress will continue to be made in information technology improvement in the Office of the Clerk of the Circuit Court.

Summary of Operations

Under the Illinois Constitution, the Office of the Clerk of the Circuit Court of Cook County is a part of the judicial branch of State government. The Clerk of the Circuit Court is the official record keeper of the Circuit Court of Cook County. The Clerk is mandated to charge, collect, and disburse automation fees as provided in Clerks of the Courts Act (705 ILCS 105/27.3A) which legally requires the Clerk of the Circuit Court to collect fees for automated record keeping. The legislation calls for expenditure from the Fund for the payment of any costs that relate to the automation of court records, including hardware, software, research and development costs as well as personnel. The Clerk's Comptroller's Office keeps track of revenues collected and disbursed for the Automation Fund under the State of Illinois Statute.

Fund Category	Appropriations (\$ thousands)		
	2008 Adopted	2009 Adopted	2010 Recommended
General	13,483.3	16,735.6	21,074.4
Total	13,483.3	16,735.6	21,074.4
	Adopted	Adopted	Recommended
FTE Positions	90.0	113.0	154.8



Major Accomplishments

- Implemented payment of traffic fines via the Internet by electronic pleas of guilty on traffic cases over the Internet, resulting in savings in postcards and postage.
- Implemented the payment of traffic fines by credit card via Clerk Hosted Public Terminal.
- Implementing Electronic Tickets Project, which will result in savings in printing of traffic tickets, data entry time and delivery of tickets to courtrooms.
- In the process of implementing Electronic Warrants Project, which will result in savings in valuable time for law enforcement and judiciary. It will also reduce paper use, printing and transportation costs.
- Completed plans to implement the availability of court forms on compact discs.
- Implemented an electronic filing pilot for commercial litigation cases in the Law Division in which court documents are filed through an automated processing service, including document management, storage, online docket and document view. E-Filing was developed at no cost to taxpayers, resulting in savings in data entry and file room staff, postage and time.
- Developed and expanded the Voice Information Systems (VIS) which permits customers to obtain case status information via the telephone, using their case numbers.
- In the process of completing the implementation of a fully integrated Court Records Imaging and Electronic Documentation Management System.

Key Initiatives

- Offering subscription services to provide Internet electronic access to the electronic docket data and imaging of court records.
- Deploy electronic tools to increase employee effectiveness and efficiency.
- Automate all areas of law within the Circuit Court.
- Integrate the management of court records.
- Improve access to critical court documents for all users.
- Implement an automated timekeeping system and pilot the solution in various operating divisions and departments.
- Implement major enhancements to the legacy Criminal System by developing a new criminal case management system.

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
DEPARTMENT 528 - CIRCUIT COURT AUTOMATION FUND

Account	2009 Expend. Year-to-date	2009 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
110/501010 Salaries and Wages of Regular Employees	5,158,317	6,707,299	8,585,553	8,585,553	1,878,254
120/501210 Overtime Compensation	49,609	400,000	400,000	400,000	
129/501300 Salaries and Wages of Seasonal Work Employees	177,602	221,177	269,998	269,998	48,821
133/501360 Per Diem Personnel			16,902	16,902	16,902
170/501510 Mandatory Medicare Costs	58,464	66,322	106,653	106,653	40,331
175/501590 Life Insurance Program	12,741	20,837	30,615	30,615	9,778
176/501610 Health Insurance	693,480	932,633	1,796,144	1,796,144	863,511
177/501640 Dental Insurance Plan	22,547	21,855	57,876	57,876	36,021
179/501690 Vision Care Insurance	6,113	8,430	18,048	18,048	9,618
183/501770 Seminars for Professional Employees		10,000	10,000	5,000	(5,000)
185/501810 Professional and Technical Membership Fees		1,500	1,500	1,500	
186/501860 Training Programs for Staff Personnel	25,639	50,000	60,000	50,000	
190/501970 Transportation and Other Travel Expenses for Employees	7,375	35,000	35,000	25,000	(10,000)
Personal Services Total	6,211,887	8,475,053	11,388,289	11,363,289	2,888,236
Contractual Services					
225/520260 Postage		20,000	15,000	10,000	(10,000)
260/520830 Professional and Managerial Services	336,000	2,323,000	2,500,000	2,000,000	(323,000)
261/520890 Legal Fees Regarding Labor Matters		62,000	50,000	50,000	(12,000)
Contractual Services Total	336,000	2,405,000	2,565,000	2,060,000	(345,000)
Supplies and Materials					
350/530600 Office Supplies	22,692	50,000	50,000	50,000	
353/530640 Books, Periodicals, Publications, Archives and Data Services		10,000	18,000	10,000	
388/531650 Computer Operation Supplies	158,214	500,000	600,000	600,000	100,000
Supplies and Materials Total	180,906	560,000	668,000	660,000	100,000
Operations and Maintenance					
440/540130 Maintenance and Repair of Office Equipment	27,350	95,000	100,000	95,000	
441/540170 Maintenance and Repair of Data Processing Equipment and Software	234,847	550,000	600,000	600,000	50,000
445/540290 Operation of Automotive Equipment	4,859	10,000	10,000	10,000	
449/540310 Op., Maint. and Repair of Institutional Equipment	8,163	40,000	40,000	40,000	
Operations and Maintenance Total	275,219	695,000	750,000	745,000	50,000
Capital Equipment and Improvements					
549/560610 Vehicle Purchase		28,000			(28,000)
579/560450 Computer Equipment	1,133,884	2,454,458	3,361,000	2,061,000	(393,458)
Capital Equipment and Improvements Total	1,133,884	2,482,458	3,361,000	2,061,000	(421,458)
Rental and Leasing					
630/550010 Rental of Office Equipment	139,388	550,000	1,065,000	1,015,000	465,000
660/550130 Rental of Facilities	4,320	7,000			(7,000)
Rental and Leasing Total	143,708	557,000	1,065,000	1,015,000	458,000
Contingency and Special Purposes					
818/580033 Reimbursement to Designated Fund			829,298	829,298	829,298
883/580260 Cook County Administration		1,561,047	2,340,767	2,340,767	779,720
Contingency and Special Purposes Total		1,561,047	3,170,065	3,170,065	1,609,018
Operating Funds Total	8,281,604	16,735,558	22,967,354	21,074,354	4,338,796

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 528 - CIRCUIT COURT AUTOMATION FUND

Job Code	Title	Grade	2009 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
01 Management Information Systems								
01 Information Technology Administration - 5281450								
1128	Electronic Information Director	24	1.0	158,504	1.0	158,504	1.0	158,504
0618	Legal Systems Analyst	22	1.0	75,077	1.0	75,468	1.0	75,468
0050	Administrative Assistant IV	18	1.0	64,964	1.0	65,856	1.0	65,856
1104	Computer Operator IV	18	1.0	49,379	1.0	49,751	1.0	49,751
0144	Accountant IV	17			1.0	41,665	1.0	41,665
0048	Administrative Assistant III	16	1.0	56,496	1.0	56,497	1.0	56,497
0047	Administrative Assistant II	14					1.0	34,914
0936	Stenographer V	13	1.0	34,652				
4200	Computer Operator I Senior (Courts)	13			1.0	47,874	1.0	47,874
4842	Clerk V	13			1.0	34,914		
0046	Administrative Assistant I	12			2.0	90,766	2.0	90,766
1101	Computer Operator I	12			2.0	91,640	2.0	91,640
0907	Clerk V	11			1.0	41,740	1.0	41,740
0955	Data Entry Operator III	11			1.0	39,826	1.0	39,826
4220	Clerk IV, Senior (Courts)	10			2.0	74,244	2.0	74,244
			6.0	\$439,072	16.0	\$868,745	16.0	\$868,745
02 Applications - 5280622								
1114	Systems Analyst V	23	1.0	88,949	1.0	90,794	1.0	90,794
1137	Manager-Systems Development	23	1.0	93,498	1.0	94,852	1.0	94,852
0566	Assistant Director of Court Records And Files	22	1.0	90,290	1.0	92,445	1.0	92,445
0415	Recording Division Supervisor	22	1.0	77,355	1.0	79,205	1.0	79,205
0595	Director of Program Services	22	1.0	84,620	1.0	87,040	1.0	87,040
0618	Legal Systems Analyst	22	7.0	633,893	7.0	640,556	7.0	640,556
1108	Programmer IV	22	5.0	415,270	4.1	365,483	4.1	365,483
0051	Administrative Assistant V	20	1.0	77,742	1.0	77,786	1.0	77,786
1107	Programmer III	20	2.0	152,819	2.0	153,963	2.0	153,963
1112	Systems Analyst III	20	2.0	130,954	2.0	133,360	2.0	133,360
0145	Accountant V	19	1.0	71,067	1.0	71,713	1.0	71,713
1104	Computer Operator IV	18	1.0	58,212	1.0	58,921	1.0	58,921
0144	Accountant IV	17	1.0	54,560	1.0	56,077	1.0	56,077
0047	Administrative Assistant II	14	1.0	44,027	1.0	45,287	1.0	45,287
4200	Computer Operator I Senior (Courts)	13			1.0	47,874	1.0	47,874
0046	Administrative Assistant I	12			2.0	87,656	2.0	87,656
1101	Computer Operator I	12			3.0	134,106	3.0	134,106
0955	Data Entry Operator III	11			1.0	40,922	1.0	40,922
4220	Clerk IV, Senior (Courts)	10			3.0	112,310	3.0	112,310
			26.0	\$2,073,256	35.1	\$2,470,350	35.1	\$2,470,350
03 Network Services - 5281443								
0618	Legal Systems Analyst	22	1.0	78,915	1.0	80,304	1.0	80,304
0051	Administrative Assistant V	20	1.0	73,592	1.0	74,489	1.0	74,489
1112	Systems Analyst III	20	1.0	65,289	1.0	65,781	1.0	65,781
1104	Computer Operator IV	18	1.0	64,964	1.0	65,253	1.0	65,253
0048	Administrative Assistant III	16	1.0	48,403	1.0	49,560	1.0	49,560
1118	Data Processing Coordinator	16	6.0	302,005	6.0	305,574	6.0	305,574
0047	Administrative Assistant II	14	6.0	275,375	6.0	279,072	6.0	279,072
1102	Computer Operator II	14	1.0	47,211	1.0	47,822	1.0	47,822
4200	Computer Operator I Senior (Courts)	13	2.0	98,140	4.0	196,284	4.0	196,284
0046	Administrative Assistant I	12	1.0	34,825	1.0	35,549	1.0	35,549
1101	Computer Operator I	12	1.0	26,996	1.0	27,249	1.0	27,249

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 528 - CIRCUIT COURT AUTOMATION FUND

Job Code	Title	Grade	2009 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
0907	Clerk V	11			2.0	80,748	2.0	80,748
0955	Data Entry Operator III	11			2.0	82,662	2.0	82,662
4220	Clerk IV, Senior (Courts)	10			2.0	75,287	2.0	75,287
			22.0	\$1,115,715	30.0	\$1,465,634	30.0	\$1,465,634
04 Data Center Operations - 5280576								
0117	Director of Technical Services	23	1.0	95,382	1.0	97,660	1.0	97,660
1114	Systems Analyst V	23	1.0	94,436	1.0	96,615	1.0	96,615
1136	Manager-Applications Programming	23	1.0	82,540	1.0	82,905	1.0	82,905
0618	Legal Systems Analyst	22	3.0	225,718	3.0	247,723	3.0	247,723
1108	Programmer IV	22	1.0	86,322	1.0	87,909	1.0	87,909
1107	Programmer III	20	1.0	77,742	1.0	77,967	1.0	77,967
0251	Business Manager I	18	1.0	62,422	1.0	62,844	1.0	62,844
1104	Computer Operator IV	18	2.0	128,012	2.0	129,558	2.0	129,558
0144	Accountant IV	17	1.0	60,885	1.0	61,156	1.0	61,156
0508	Court Coordinator II	17	1.0	60,885	1.0	61,579	1.0	61,579
0554	Court Clerk IV	17	1.0	45,138	1.0	45,514	1.0	45,514
0048	Administrative Assistant III	16	1.0	53,214	1.0	54,768	1.0	54,768
0584	Traffic Violations Supervisor I	16	2.0	103,440	2.0	103,477	2.0	103,477
1103	Computer Operator III	16	3.0	159,272	3.0	161,685	3.0	161,685
0143	Accountant III	15	1.0	40,046	1.0	40,348	1.0	40,348
4205	Computer Operator II Senior (Courts)	15	3.0	174,300	3.0	174,303	3.0	174,303
0047	Administrative Assistant II	14	3.0	144,988	3.0	147,348	3.0	147,348
1102	Computer Operator II	14	1.0	53,969	1.0	53,970	1.0	53,970
4200	Computer Operator I Senior (Courts)	13	5.0	226,818	5.0	227,315	5.0	227,315
0046	Administrative Assistant I	12	1.0	46,937	2.0	90,763	2.0	90,763
1101	Computer Operator I	12	7.0	305,505	8.0	348,169	8.0	348,169
1234	Storekeeper IV	12	1.0	40,046	1.0	41,161	1.0	41,161
0907	Clerk V	11			1.0	37,285	1.0	37,285
0955	Data Entry Operator III	11	5.0	205,317	10.0	406,644	10.0	406,644
0967	Tabulating Machine Operator II	10	1.0	37,121	1.0	37,122	1.0	37,122
4210	Data Entry Operator II, Senior (Courts)	10			2.0	71,216	2.0	71,216
4220	Clerk IV, Senior (Courts)	10	1.0	38,143	3.0	112,388	3.0	112,388
0906	Clerk IV	09	2.0	61,228	4.0	130,443	4.0	130,443
0954	Data Entry Operator II	09			1.0	32,447	1.0	32,447
			51.0	\$2,709,826	66.0	\$3,322,282	66.0	\$3,322,282
05 Special Projects - 5281452								
1136	Manager-Applications Programming	23	1.0	82,540	1.0	83,160	1.0	83,160
1108	Programmer IV	22	1.0	70,362	0.7	52,094	0.7	52,094
1112	Systems Analyst III	20	1.0	68,629	1.0	69,464	1.0	69,464
0050	Administrative Assistant IV	18	1.0	63,048	1.0	64,356	1.0	64,356
0190	Graphics Technician IV	18			1.0	55,585	1.0	55,585
1103	Computer Operator III	16	1.0	55,382	1.0	55,756	1.0	55,756
1110	Systems Analyst I	16	1.0	57,062				
0047	Administrative Assistant II	14	1.0	49,133	1.0	49,883	1.0	49,883
0906	Clerk IV	09	1.0	28,244	1.0	28,244	1.0	28,244
			8.0	\$474,400	7.7	\$458,542	7.7	\$458,542
Total Salaries and Positions			113.0	\$6,812,269	154.8	\$8,585,553	154.8	\$8,585,553

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE
DEPARTMENT 528 - CIRCUIT COURT AUTOMATION FUND

Grade	2009 Current		Department Request		President's Recommendation	
	FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
24	1.0	158,504	1.0	158,504	1.0	158,504
23	6.0	537,345	6.0	545,986	6.0	545,986
22	22.0	1,837,822	20.8	1,808,227	20.8	1,808,227
20	9.0	646,767	9.0	652,810	9.0	652,810
19	1.0	71,067	1.0	71,713	1.0	71,713
18	8.0	491,001	9.0	552,124	9.0	552,124
17	4.0	221,468	5.0	265,991	5.0	265,991
16	16.0	835,274	15.0	787,317	15.0	787,317
15	4.0	214,346	4.0	214,651	4.0	214,651
14	13.0	614,703	13.0	623,382	14.0	658,296
13	8.0	359,610	12.0	554,261	11.0	519,347
12	11.0	454,309	22.0	947,059	22.0	947,059
11	5.0	205,317	18.0	729,827	18.0	729,827
10	2.0	75,264	13.0	482,567	13.0	482,567
09	3.0	89,472	6.0	191,134	6.0	191,134
Total Salaries and Positions	113.0	\$6,812,269	154.8	\$8,585,553	154.8	\$8,585,553

DEPARTMENT OVERVIEW

529 CLERK OF THE CIRCUIT COURT DOCUMENT STORAGE FUND

Department Mission

It is the mission of the Office of the Clerk of the Circuit Court of Cook County to serve the citizens of Cook County and the participants in the judicial system in an efficient, effective and ethical manner. All services, information and court records will be provided with courtesy and cost efficiency.

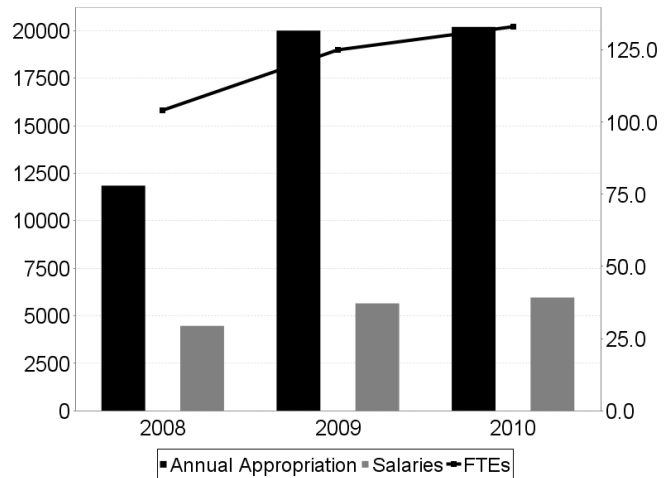
Goals and Objectives

- The Clerk of the Circuit Court Document Storage Fund is responsible for managing court records throughout the Circuit Court. The Bureau of Records Management encompasses the Archives, Micrographics, and Records Services. Collectively the varying units are responsible for all records management services in the Circuit Court: active file storage and cataloging, retention of records, inactive file management, evidence indexing and storage, and reproduction and permanent retention of court documents.

Summary of Operations

Under the Illinois Constitution, the Office of the Clerk of the Circuit Court of Cook County is a part of the judicial branch of State government. The Clerk of the Circuit Court is the official record keeper of the Circuit Court of Cook County. The Clerk is mandated to collect and disburse document storage funds as provided in Clerks of the Courts Act (705 ILCS 105/27.3C) which legally compensates the Clerk of the Circuit Court the expense of establishing and maintaining a court document storage system. The Act also mandates payment for expenditures for converting court records to electronic or micrographic storage format. Microfilming of court documents is necessary and mandatory by law to ensure the posterity of public records. To keep track of revenues collected and disbursed under this statutory requirement for the Document Storage Fund, the Clerk's Comptroller's Office keeps a record of collections and disbursements under this State of Illinois Statute.

Fund Category	Appropriations (\$ thousands)		
	2008 Adopted	2009 Adopted	2010 Recommended
General	11,843.2	20,002.1	20,195.8
Total	11,843.2	20,002.1	20,195.8
	Adopted	Adopted	Recommended
FTE Positions	104.0	125.0	133.0



Major Accomplishments

- Implemented full automation of the time-intensive File Accession process, significantly reducing the amount of time required for filing documentation, enhancing timeliness, accuracy and efficiency.
- The Micrographics Unit carried out mandatory microfilming and imaging of select court documents to ensure the posterity of public records.
- Implemented the standardization of court file jacket types and in the process, reduced overall printing costs as a value-added benefit.
- In collaboration with the MIS Division, the Records Division is in the process of completing the implementation of a fully integrated Court Records Imaging and Electronic Documentation Management System.
- In the process of implementing E-Documents (IDMS), which will result in savings in file room staff, delivery of files to courtrooms, and customer service staff time.

Key Initiatives

- Continue with adoption of cutting-edge technologies that will enhance simultaneous filming and imaging of documents and file accession process, thereby increasing operating and management efficiency.
- Continue to review operations for cost savings initiatives.

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENT 529 - CLERK OF THE CIRCUIT COURT DOCUMENT STORAGE FUND

Account	2009 Expend. Year-to-date	2009 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
110/501010 Salaries and Wages of Regular Employees	4,144,957	5,647,472	5,955,677	5,955,677	308,205
120/501210 Overtime Compensation	322,049	650,000	650,000	650,000	
129/501300 Salaries and Wages of Seasonal Work Employees	342,380	403,448	449,982	449,982	46,534
170/501510 Mandatory Medicare Costs	56,443	75,705	82,152	82,152	6,447
172/501540 Workers' Compensation	(48)				
174/501570 Pension	(270)				
175/501590 Life Insurance Program	10,418	19,922	21,269	21,269	1,347
176/501610 Health Insurance	740,123	1,253,211	1,534,012	1,534,012	280,801
177/501640 Dental Insurance Plan	21,857	25,444	44,724	44,724	19,280
178/501660 Unemployment Compensation	(48)				
179/501690 Vision Care Insurance	7,204	12,420	15,600	15,600	3,180
183/501770 Seminars for Professional Employees		4,000	4,000	4,000	
185/501810 Professional and Technical Membership Fees	2,400	5,000	5,000	5,000	
186/501860 Training Programs for Staff Personnel	1,400	5,000	30,000	30,000	25,000
190/501970 Transportation and Other Travel Expenses for Employees	2,249	10,000	15,000	15,000	5,000
Personal Services Total	5,651,114	8,111,622	8,807,416	8,807,416	695,794
Contractual Services					
225/520260 Postage		15,000	20,000	20,000	5,000
240/520490 Printing and Publishing	761,746	1,100,000	930,000	930,000	(170,000)
260/520830 Professional and Managerial Services	92,427	880,000	1,000,000	1,000,000	120,000
261/520890 Legal Fees Regarding Labor Matters		62,000	50,000	50,000	(12,000)
Contractual Services Total	854,173	2,057,000	2,000,000	2,000,000	(57,000)
Supplies and Materials					
320/530100 Wearing Apparel		50,000	50,000	50,000	
350/530600 Office Supplies	85,979	260,000	136,400	136,400	(123,600)
353/530640 Books, Periodicals, Publications, Archives and Data Services		5,000	5,000	5,000	
355/530700 Photographic and Reproduction Supplies	3,555	50,000	50,000	50,000	
388/531650 Computer Operation Supplies	746	50,000	50,000	50,000	
Supplies and Materials Total	90,280	415,000	291,400	291,400	(123,600)
Operations and Maintenance					
440/540130 Maintenance and Repair of Office Equipment	13,877	20,000	25,000	25,000	5,000
441/540170 Maintenance and Repair of Data Processing Equipment and Software	12,900	200,000	200,000	200,000	
444/540250 Maintenance and Repair of Automotive Equipment	26,529	30,000	40,000	40,000	10,000
445/540290 Operation of Automotive Equipment	12,536	53,000	45,000	45,000	(8,000)
449/540310 Op., Maint. and Repair of Institutional Equipment	12,227	20,000	15,000	15,000	(5,000)
Operations and Maintenance Total	78,069	323,000	325,000	325,000	2,000
Capital Equipment and Improvements					
521/560420 Institutional Equipment	14,485	1,000,000	935,200	935,200	(64,800)
530/560510 Office Furnishings and Equipment		4,050,000	4,149,000	4,149,000	99,000
549/560610 Vehicle Purchase		70,000	85,000	85,000	15,000
579/560450 Computer Equipment	1,800,000	1,800,000			(1,800,000)
Capital Equipment and Improvements Total	1,814,485	6,920,000	5,169,200	5,169,200	(1,750,800)
Rental and Leasing					
660/550130 Rental of Facilities	619,799	740,000	918,772	918,772	178,772
Rental and Leasing Total	619,799	740,000	918,772	918,772	178,772
Contingency and Special Purposes					

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENT 529 - CLERK OF THE CIRCUIT COURT DOCUMENT STORAGE FUND

Account	2009 Expend. Year-to-date	2009 Adjusted Appropriation	Department Request	President's Recommendation	Difference
818/580033 Reimbursement to Designated Fund			711,591	711,591	711,591
883/580260 Cook County Administration		1,435,507	1,972,470	1,972,470	536,963
Contingency and Special Purposes Total		1,435,507	2,684,061	2,684,061	1,248,554
Operating Funds Total	9,107,920	20,002,129	20,195,849	20,195,849	193,720

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 529 - CLERK OF THE CIRCUIT COURT DOCUMENT STORAGE FUND

Job Code	Title	Grade	2009 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
01 Records Management								
01 Record Center Administration - 5290567								
0134	Financial Control Officer	24	1.0	107,294	1.0	107,294	1.0	107,294
0051	Administrative Assistant V	20	1.0	62,422	1.0	62,748	1.0	62,748
0577	Criminal Records & Filing Supervisor II	20	1.0	42,095	1.0	42,803	1.0	42,803
0050	Administrative Assistant IV	18	3.0	192,976	3.0	195,917	3.0	195,917
0555	Court Clerk V	18	1.0	60,582	1.0	61,507	1.0	61,507
1104	Computer Operator IV	18	1.0	51,646	1.0	51,915	1.0	51,915
0554	Court Clerk IV	17	3.0	171,679	3.0	174,279	3.0	174,279
0048	Administrative Assistant III	16	4.0	208,749	4.0	212,776	4.0	212,776
0584	Traffic Violations Supervisor I	16	1.0	56,496	1.0	56,834	1.0	56,834
0553	Court Clerk III	16	1.0	56,496	1.0	56,878	1.0	56,878
4092	Court Clerk II Senior (Courts)	15	1.0	40,046	1.0	40,844	1.0	40,844
0047	Administrative Assistant II	14	3.0	141,804	3.0	143,138	3.0	143,138
0046	Administrative Assistant I	12			2.0	90,766	2.0	90,766
1023	Warehouse Records Clerk III	12			1.0	43,828	1.0	43,828
1101	Computer Operator I	12	1.0	41,263	1.0	42,468	1.0	42,468
1022	Warehouse Records Clerk II	11	1.0	40,921	1.0	40,922	1.0	40,922
4215	Warehouse Records Clerk I, Senior	10	1.0	34,656	1.0	34,657	1.0	34,657
4220	Clerk IV, Senior (Courts)	10			4.0	151,554	4.0	151,554
0906	Clerk IV	09			1.0	30,094	1.0	30,094
1021	Warehouse Records Clerk I	09	1.0	34,656	1.0	34,657	1.0	34,657
			25.0	\$1,343,781	33.0	\$1,675,879	33.0	\$1,675,879
02 Record Center - Data Administration - 5290568								
0618	Legal Systems Analyst	22	1.0	93,966	1.0	95,399	1.0	95,399
			1.0	\$93,966	1.0	\$95,399	1.0	\$95,399
03 Record Center Operations - 5290569								
0529	Chief Deputy Clerk of The Circuit Court	23	1.0	75,077	1.0	75,989	1.0	75,989
0293	Administrative Analyst III	21	1.0	65,289	1.0	65,781	1.0	65,781
0548	Deputy Clerk of The Circuit Court	20	1.0	70,362	1.0	71,763	1.0	71,763
0577	Criminal Records & Filing Supervisor II	20	1.0	73,592	1.0	75,641	1.0	75,641
0508	Court Coordinator II	17	1.0	57,347	1.0	58,538	1.0	58,538
0048	Administrative Assistant III	16	3.0	152,094	3.0	153,680	3.0	153,680
0143	Accountant III	15	1.0	41,884	1.0	42,395	1.0	42,395
0047	Administrative Assistant II	14	2.0	99,256	2.0	100,197	2.0	100,197
4225	Warehouse Records Clerk IV	13	7.0	290,667	7.0	292,074	7.0	292,074
0046	Administrative Assistant I	12	2.0	88,526	2.0	90,766	2.0	90,766
1023	Warehouse Records Clerk III	12	7.0	309,403	7.0	309,418	7.0	309,418
0907	Clerk V	11	5.0	204,605	5.0	204,610	5.0	204,610
1022	Warehouse Records Clerk II	11	6.0	243,334	6.0	244,632	6.0	244,632
0967	Tabulating Machine Operator II	10	1.0	37,121	1.0	37,122	1.0	37,122
4215	Warehouse Records Clerk I, Senior	10	3.0	113,407	3.0	113,410	3.0	113,410
4220	Clerk IV, Senior (Courts)	10	2.0	77,972	2.0	77,974	2.0	77,974
0906	Clerk IV	09	8.0	271,656	8.0	273,168	8.0	273,168
0993	Photo Machine Operator III	09	1.0	26,996	1.0	27,249	1.0	27,249
1021	Warehouse Records Clerk I	09	3.0	102,556	3.0	102,559	3.0	102,559
			56.0	\$2,401,144	56.0	\$2,416,966	56.0	\$2,416,966
03 Micrographic Division								
01 Archives - 5290578								
1112	Systems Analyst III	20	1.0	75,452	1.0	77,133	1.0	77,133
0555	Court Clerk V	18	1.0	42,095	1.0	43,101	1.0	43,101

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 529 - CLERK OF THE CIRCUIT COURT DOCUMENT STORAGE FUND

Job Code	Title	Grade	2009 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
0048	Administrative Assistant III	16	1.0	54,832	1.0	55,796	1.0	55,796
4220	Clerk IV, Senior (Courts)	10	1.0	37,121	1.0	37,122	1.0	37,122
0906	Clerk IV	09	4.0	133,032	4.0	133,035	4.0	133,035
			8.0	\$342,532	8.0	\$346,187	8.0	\$346,187
02 Micrographic Division - 5290571								
0415	Recording Division Supervisor	22	1.0	88,949	1.0	90,794	1.0	90,794
0051	Administrative Assistant V	20	1.0	65,289	1.0	65,983	1.0	65,983
0047	Administrative Assistant II	14	4.0	176,149	4.0	185,359	4.0	185,359
0046	Administrative Assistant I	12	6.0	237,268	6.0	238,674	6.0	238,674
0141	Accountant I	11	1.0	39,825	1.0	39,826	1.0	39,826
0907	Clerk V	11	11.0	421,857	11.0	424,366	11.0	424,366
4220	Clerk IV, Senior (Courts)	10	3.0	108,335	3.0	108,338	3.0	108,338
0906	Clerk IV	09	8.0	266,120	8.0	267,906	8.0	267,906
			35.0	\$1,403,792	35.0	\$1,421,246	35.0	\$1,421,246
Total Salaries and Positions			125.0	\$5,585,215	133.0	\$5,955,677	133.0	\$5,955,677

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE
DEPARTMENT 529 - CLERK OF THE CIRCUIT COURT DOCUMENT STORAGE FUND

Grade	2009 Current		Department Request		President's Recommendation	
	FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
24	1.0	107,294	1.0	107,294	1.0	107,294
23	1.0	75,077	1.0	75,989	1.0	75,989
22	2.0	182,915	2.0	186,193	2.0	186,193
21	1.0	65,289	1.0	65,781	1.0	65,781
20	6.0	389,212	6.0	396,071	6.0	396,071
18	6.0	347,299	6.0	352,440	6.0	352,440
17	4.0	229,026	4.0	232,817	4.0	232,817
16	10.0	528,667	10.0	535,964	10.0	535,964
15	2.0	81,930	2.0	83,239	2.0	83,239
14	9.0	417,209	9.0	428,694	9.0	428,694
13	7.0	290,667	7.0	292,074	7.0	292,074
12	16.0	676,460	19.0	815,920	19.0	815,920
11	24.0	950,542	24.0	954,356	24.0	954,356
10	11.0	408,612	15.0	560,177	15.0	560,177
09	25.0	835,016	26.0	868,668	26.0	868,668
Total Salaries and Positions	125.0	\$5,585,215	133.0	\$5,955,677	133.0	\$5,955,677

DEPARTMENT OVERVIEW

567 CLERK OF THE CIRCUIT COURT ADMINISTRATIVE FUND

Department Mission

It is the mission of the Office of the Clerk of the Circuit Court to serve the citizens of Cook County and the participants in the judicial system in an efficient, effective and ethical manner. All services, information and court records will be provided with courtesy and cost efficiency.

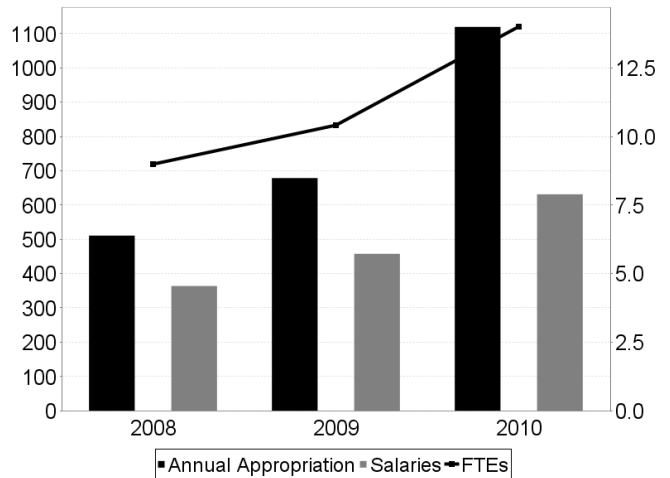
Goals and Objectives

- As the official keeper of records for all judicial matters brought into one of the largest unified court systems in the world, the Clerk’s Office has undertaken a campaign to continue its emphasis on 21st century information technology, operational efficiency, improved customer service, employee development & training and financial accountability.

Summary of Operations

Under the Illinois Constitution, the Office of the Clerk of the Circuit Court of Cook County is a part of the judicial branch of state government. The Clerk of the Circuit Court is the Official record keeper of the Circuit Court of Cook County. More than 400 judges hear traffic, civil, criminal, juvenile and all other types of cases originating in Chicago and suburban Cook County. In each courtroom, working alongside the judge, is a court clerk, whose role is to call cases; respond to inquiries from attorneys, their clients, and witnesses; and keep the official records of the Circuit Court of Cook County. The clerks are required to attend all sessions of the Circuit Court, in compliance with the Illinois Clerks of Court Act (705 ILCS 105). The Clerk’s Office is mandated to collect and disburse all filing fees and fines for the Circuit Court (705 ILCS 105/27.2A). Per Illinois Statute, the Clerk of the Circuit Court shall create a Circuit Court Operation and Administrative Fund, to be used to offset the costs incurred by the Circuit Court Clerk in performing the additional duties required to collect and disburse funds to entities of State and Local Government as provided by law” (705 ILCS 105/27.3D).

Appropriations (\$ thousands)			
Fund Category	2008 Adopted	2009 Adopted	2010 Recommended
General	510.8	678.7	1,119.7
Total	510.8	678.7	1,119.7
	Adopted	Adopted	Recommended
FTE Positions	9.0	10.4	14.0



Major Accomplishments

- Implemented payment of traffic fines via the Internet.
- Implemented the payment of fines, fees and costs via Electronic Debit.
- Implemented the transfer of funds via ACH to the County.
- Implemented on-line advertising on the Clerk’s website to generate revenue.
- Electronic Documentation Management System.

Key Initiatives

- Continue to review operations for cost savings initiatives.

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
DEPARTMENT 567 - CLERK OF THE CIRCUIT COURT ADMINISTRATIVE FUND

Account	2009 Expend. Year-to-date	2009 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
110/501010	Salaries and Wages of Regular Employees	302,924	457,706	631,258	173,552
170/501510	Mandatory Medicare Costs	4,474	6,555	9,160	2,605
172/501540	Workers' Compensation		6,969		(6,969)
175/501590	Life Insurance Program	761	1,650	2,275	625
176/501610	Health Insurance	55,896	112,753	165,940	53,187
177/501640	Dental Insurance Plan	1,984	3,280	4,806	1,526
179/501690	Vision Care Insurance	911	1,839	1,656	(183)
183/501770	Seminars for Professional Employees		500	500	
185/501810	Professional and Technical Membership Fees	270	500	500	
186/501860	Training Programs for Staff Personnel	1,155	3,000	3,000	
190/501970	Transportation and Other Travel Expenses for Employees		1,295	2,000	705
Personal Services Total		368,375	596,047	821,095	225,048
Contractual Services					
225/520260	Postage		10,000	50,000	40,000
Contractual Services Total			10,000	50,000	40,000
Supplies and Materials					
350/530600	Office Supplies	150	500	2,000	1,500
Supplies and Materials Total		150	500	2,000	1,500
Operations and Maintenance					
440/540130	Maintenance and Repair of Office Equipment	10,705	10,705	52,000	41,295
Operations and Maintenance Total		10,705	10,705	52,000	41,295
Rental and Leasing					
630/550010	Rental of Office Equipment			15,000	15,000
Rental and Leasing Total				15,000	15,000
Contingency and Special Purposes					
818/580033	Reimbursement to Designated Fund			74,905	74,905
883/580260	Cook County Administration		61,436	104,662	43,226
Contingency and Special Purposes Total			61,436	179,567	118,131
Operating Funds Total		379,230	678,688	1,119,662	440,974

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 567 - CLERK OF THE CIRCUIT COURT ADMINISTRATIVE FUND

Job Code	Title	Grade	2009 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
01 Clerk of the Circuit Court Administrative Fund								
01 Administration - 5670101								
0145	Accountant V	19	2.0	108,576	3.0	181,168	3.0	181,168
0144	Accountant IV	17	1.4	44,307	2.0	99,053	2.0	99,053
0231	Cashier Division Supervisor II	16			1.0	38,415	1.0	38,415
0143	Accountant III	15	3.0	127,068	3.0	128,943	3.0	128,943
0230	Cashier Division Supervisor I	14			3.0	106,711	3.0	106,711
0228	Cashier III	12	4.0	144,009				
0173	Bookkeeper III	11			1.0	40,205	1.0	40,205
0227	Cashier II	10			1.0	36,763	1.0	36,763
			10.4	\$423,960	14.0	\$631,258	14.0	\$631,258
Total Salaries and Positions			10.4	\$423,960	14.0	\$631,258	14.0	\$631,258

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE
DEPARTMENT 567 - CLERK OF THE CIRCUIT COURT ADMINISTRATIVE FUND

Grade	2009 Current		Department Request		President's Recommendation	
	FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
19	2.0	108,576	3.0	181,168	3.0	181,168
17	1.4	44,307	2.0	99,053	2.0	99,053
16			1.0	38,415	1.0	38,415
15	3.0	127,068	3.0	128,943	3.0	128,943
14			3.0	106,711	3.0	106,711
12	4.0	144,009				
11			1.0	40,205	1.0	40,205
10			1.0	36,763	1.0	36,763
Total Salaries and Positions	10.4	\$423,960	14.0	\$631,258	14.0	\$631,258