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BUREAU SUMMARY  
 CLERK OF THE CIRCUIT COURT

SUMMARY OF APPROPRIATIONS

Department and Title	2010 Expenditures	2010 Adjusted Appropriation	Approved & Adopted	Difference
<b>Public Safety Fund</b>				
335 - Clerk of the Circuit Court - Office of the Clerk	77,211,036.27	79,719,118	74,354,030	(5,365,088)
Public Safety Fund Total	77,211,036.27	79,719,118	74,354,030	(5,365,088)
General Fund Total	77,211,036.27	79,719,118	74,354,030	(5,365,088)
<b>Special Purpose Funds</b>				
528 - Clerk of the Circuit Court Automation Fund	18,006,834.32	21,324,354	15,198,394	(6,125,960)
529 - Clerk of the Circuit Court Document Storage Fund	12,969,134.79	20,545,850	15,915,399	(4,630,451)
567 - Clerk of the Circuit Court Administrative Fund	1,175,886.85	1,219,662	1,145,068	(74,594)
580 - Clerk of the Circuit Court Electronic Citation Fund			1,800,000	1,800,000
Special Purpose Funds Total	32,151,855.96	43,089,866	34,058,861	(9,031,005)
Special Purpose Fund Total	32,151,855.96	43,089,866	34,058,861	(9,031,005)
<b>Restricted</b>				
741 - Clerk of the Circuit Court Disposition Reporting			162,000	
779 - Clerk of the Circuit Court Child Support Enforcement			7,628,955	
832 - Clerk of the Circuit Court Declaration of Intention			44,729	
Restricted Total			7,835,684	
Grants Fund Total			7,835,684	
Total Appropriations	109,362,892.23	122,808,984	116,248,575	(6,560,409)

SUMMARY OF POSITIONS

Department and Title	2010 Approved Positions	Approved & Adopted	Difference
<b>Public Safety Fund</b>			
335 - Clerk of the Circuit Court - Office of the Clerk	1,734.2	1,719.9	(14.3)
Public Safety Fund Total	1,734.2	1,719.9	(14.3)
General Fund Total	1,734.2	1,719.9	(14.3)
<b>Special Purpose Funds</b>			
528 - Clerk of the Circuit Court Automation Fund	154.8	152.2	(2.6)
529 - Clerk of the Circuit Court Document Storage Fund	133.0	132.0	(1.0)
567 - Clerk of the Circuit Court Administrative Fund	14.0	16.0	2.0
Special Purpose Funds Total	301.8	300.2	(1.6)
Special Purpose Fund Total	301.8	300.2	(1.6)
<b>Restricted</b>			
779 - Clerk of the Circuit Court Child Support Enforcement		100.0	
832 - Clerk of the Circuit Court Declaration of Intention		1.0	
Restricted Total		101.0	
Grants Fund Total		101.0	
Total Positions	2,036.0	2,121.1	85.1

DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
CLERK OF THE CIRCUIT COURT

Account		2010 Expenditures	2010 Adjusted Appropriation	Approved & Adopted	Difference
<b>Personal Services</b>					
110/501010	Salaries and Wages of Regular Employees	74,154,300.11	76,774,742	72,885,955	(3,888,787)
120/501210	Overtime Compensation	478,490.19	300,000	200,000	(100,000)
136/501400	Differential Pay	10,271.36	11,044	20,000	8,956
183/501770	Seminars for Professional Employees	8,374.05	8,500	8,500	
185/501810	Professional and Technical Membership Fees	4,752.99	4,850	4,850	
186/501860	Training Programs for Staff Personnel	14,791.03	18,400	18,400	
190/501970	Transportation and Other Travel Expenses for Employees	24,137.27	26,384	26,384	
<b>Personal Services Total</b>		<b>74,695,117.00</b>	<b>77,143,920</b>	<b>73,164,089</b>	<b>(3,979,831)</b>
<b>Contractual Services</b>					
214/520030	Armored Car Service	62,919.56	62,940	65,000	2,060
225/520260	Postage	664,357.00	605,377	555,377	(50,000)
228/520280	Delivery Services	153.15	500	500	
240/520490	Printing and Publishing	335,923.41	389,000	531,500	142,500
245/520610	Advertising For Specific Purposes	366,522.00	352,000	322,000	(30,000)
250/520730	Premiums on Fidelity, Surety Bonds and Public Liability	10,818.00	15,500	23,328	7,828
261/520890	Legal Fees Regarding Labor Matters	92,962.25	100,000	81,685	(18,315)
268/521030	Court Reporting, Stenographic, Transcribing, or Interpreter Services	74,921.10	72,000	50,000	(22,000)
<b>Contractual Services Total</b>		<b>1,608,576.47</b>	<b>1,597,317</b>	<b>1,629,390</b>	<b>32,073</b>
<b>Supplies and Materials</b>					
350/530600	Office Supplies	359,259.87	390,000	340,000	(50,000)
353/530640	Books, Periodicals, Publications, Archives and Data Services	10,794.29	19,100	19,100	
353/530675	County Wide Lexis-Nexis Contract			7,597	7,597
<b>Supplies and Materials Total</b>		<b>370,054.16</b>	<b>409,100</b>	<b>366,697</b>	<b>(42,403)</b>
<b>Operations and Maintenance</b>					
440/540130	Maintenance and Repair of Office Equipment	72,657.33	95,375	128,200	32,825
444/540250	Maintenance and Repair of Automotive Equipment	105.00	1,000	1,000	
445/540290	Operation of Automotive Equipment	399.00	2,000	2,000	
449/540310	Op., Maint. and Repair of Institutional Equipment	15,355.89	16,000	12,000	(4,000)
470/540390	Operating Costs for the Richard J. Daley Center	2,744,800.00	2,744,800	2,744,800	
<b>Operations and Maintenance Total</b>		<b>2,833,317.22</b>	<b>2,859,175</b>	<b>2,888,000</b>	<b>28,825</b>
<b>Rental and Leasing</b>					
630/550010	Rental of Office Equipment	6,465.42	7,400	15,735	8,335
630/550018	County Wide Canon Photocopier Lease			231,578	231,578
660/550130	Rental of Facilities	13,300.00	18,000	22,160	4,160
<b>Rental and Leasing Total</b>		<b>19,765.42</b>	<b>25,400</b>	<b>269,473</b>	<b>244,073</b>
<b>Contingency and Special Purposes</b>					
814/580380	Appropriation Adjustments	(2,315,794.00)	(2,315,794)	(3,068,008)	(752,214)
819/580420	Appropriation Transfer for Corporate Fund/Reimbursement from Designated Fund			(895,611)	(895,611)
<b>Contingency and Special Purposes Total</b>		<b>(2,315,794.00)</b>	<b>(2,315,794)</b>	<b>(3,963,619)</b>	<b>(1,647,825)</b>
<b>Operating Funds Total</b>		<b>77,211,036.27</b>	<b>79,719,118</b>	<b>74,354,030</b>	<b>(5,365,088)</b>
<b>(715) Major Capital Equipment - Long Term Projects</b>					
579/560450	Computer Equipment	400,000.00	3,700,000		(3,700,000)
		<b>400,000.00</b>	<b>3,700,000</b>		<b>(3,700,000)</b>
<b>(717) New/Replacement Capital Equipment</b>					
521/560420	Institutional Equipment			5,250	5,250
530/560510	Office Furnishings and Equipment	185,281.46	623,400	139,145	(484,255)

DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
 CLERK OF THE CIRCUIT COURT

Account	2010 Expenditures	2010 Adjusted Appropriation	Approved & Adopted	Difference
549/560610 Vehicle Purchase	49,940.65	70,000	35,000	(35,000)
570/560440 Telecommunications Equipment		9,100	17,675	8,575
579/560450 Computer Equipment	1,100,000.00			
	1,335,222.11	702,500	197,070	(505,430)
Total Capital Equipment Request Total	1,735,222.11	4,402,500	197,070	(4,205,430)

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

Account	2010 Expenditures	2010 Adjusted Appropriation	Approved & Adopted	Difference	
<b>Personal Services</b>					
110/501010	Salaries and Wages of Regular Employees	14,504,284.48	15,162,588	12,474,599	(2,687,989)
120/501210	Overtime Compensation	302,939.65	1,050,000	400,000	(650,000)
129/501300	Salaries and Wages of Seasonal Work Employees	690,967.70	719,980	554,345	(165,635)
133/501360	Per Diem Personnel		16,902		(16,902)
136/501400	Differential Pay	9,102.43	9,900	16,000	6,100
170/501510	Mandatory Medicare Costs	195,032.51	197,965	224,522	26,557
174/501570	Pension			1,689,124	1,689,124
175/501590	Life Insurance Program	42,595.60	54,159	55,768	1,609
176/501610	Health Insurance	3,298,377.70	3,496,096	3,725,441	229,345
177/501640	Dental Insurance Plan	79,489.21	107,406	100,567	(6,839)
179/501690	Vision Care Insurance	27,234.26	35,304	33,771	(1,533)
183/501770	Seminars for Professional Employees	3,700.00	9,500	7,750	(1,750)
185/501810	Professional and Technical Membership Fees	3,325.00	7,000	4,250	(2,750)
186/501860	Training Programs for Staff Personnel	48,304.97	83,000	22,000	(61,000)
190/501970	Transportation and Other Travel Expenses for Employees	11,104.10	42,000	11,000	(31,000)
<b>Personal Services Total</b>		<b>19,216,457.61</b>	<b>20,991,800</b>	<b>19,319,137</b>	<b>(1,672,663)</b>
<b>Contractual Services</b>					
225/520260	Postage	25,000.00	80,000	61,830	(18,170)
240/520490	Printing and Publishing	726,671.68	930,000	947,676	17,676
260/520830	Professional and Managerial Services	731,991.62	2,986,000	760,000	(2,226,000)
261/520890	Legal Fees Regarding Labor Matters	33,115.00	100,000	25,000	(75,000)
<b>Contractual Services Total</b>		<b>1,516,778.30</b>	<b>4,096,000</b>	<b>1,794,506</b>	<b>(2,301,494)</b>
<b>Supplies and Materials</b>					
320/530100	Wearing Apparel	10,921.70	50,000	26,451	(23,549)
350/530600	Office Supplies	113,767.00	188,400	75,755	(112,645)
353/530640	Books, Periodicals, Publications, Archives and Data Services	1,696.50	15,000	4,500	(10,500)
355/530700	Photographic and Reproduction Supplies	38,213.84	50,000	55,000	5,000
388/531650	Computer Operation Supplies	463,833.34	650,000	530,000	(120,000)
<b>Supplies and Materials Total</b>		<b>628,432.38</b>	<b>953,400</b>	<b>691,706</b>	<b>(261,694)</b>
<b>Operations and Maintenance</b>					
440/540130	Maintenance and Repair of Office Equipment	123,309.47	172,000	124,000	(48,000)
441/540170	Maintenance and Repair of Data Processing Equipment and Software	529,751.67	800,000	557,153	(242,847)
441/540172	County Wide Contract for Maintenance of Data Processing Equipment			426,546	426,546
444/540250	Maintenance and Repair of Automotive Equipment	30,400.80	40,000	40,000	
445/540290	Operation of Automotive Equipment	36,188.94	55,000	45,000	(10,000)
449/540310	Op., Maint. and Repair of Institutional Equipment	20,504.46	55,000	31,243	(23,757)
<b>Operations and Maintenance Total</b>		<b>740,155.34</b>	<b>1,122,000</b>	<b>1,223,942</b>	<b>101,942</b>
<b>Capital Equipment and Improvements</b>					
521/560420	Institutional Equipment	21,650.00	885,200		(885,200)
530/560510	Office Furnishings and Equipment	48,300.00	4,061,000		(4,061,000)
549/560610	Vehicle Purchase	146.00	135,000		(135,000)
579/560450	Computer Equipment	1,929,961.64	2,163,001	395,000	(1,768,001)
<b>Capital Equipment and Improvements Total</b>		<b>2,000,057.64</b>	<b>7,244,201</b>	<b>395,000</b>	<b>(6,849,201)</b>
<b>Rental and Leasing</b>					
630/550010	Rental of Office Equipment	448,618.30	1,030,000	517,423	(512,577)
660/550130	Rental of Facilities	867,663.39	918,772	808,840	(109,932)
<b>Rental and Leasing Total</b>		<b>1,316,281.69</b>	<b>1,948,772</b>	<b>1,326,263</b>	<b>(622,509)</b>

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

Account	2010 Expenditures	2010 Adjusted Appropriation	Approved & Adopted	Difference
<b>Contingency and Special Purposes</b>				
818/580033 Reimbursement to Designated Fund	2,315,794.00	2,315,794	4,890,408	2,574,614
883/580260 Cook County Administration	4,417,899.00	4,417,899	4,417,899	
<b>Contingency and Special Purposes Total</b>	<b>6,733,693.00</b>	<b>6,733,693</b>	<b>9,308,307</b>	<b>2,574,614</b>
<b>Operating Funds Total</b>	<b>32,151,855.96</b>	<b>43,089,866</b>	<b>34,058,861</b>	<b>(9,031,005)</b>
<b>(717) New/Replacement Capital Equipment</b>				
521/560420 Institutional Equipment			80,040	80,040
530/560510 Office Furnishings and Equipment			468,530	468,530
549/560610 Vehicle Purchase			207,446	207,446
579/560450 Computer Equipment			225,000	225,000
			<b>981,016</b>	<b>981,016</b>
<b>Total Capital Equipment Request Total</b>			<b>981,016</b>	<b>981,016</b>

**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.

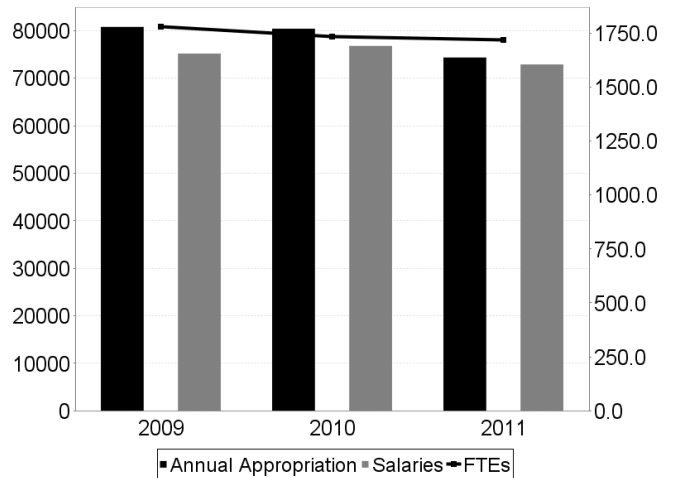
**Goals and Objectives**

- 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 and 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	2009 Adopted	2010 Adopted	2011 Approved and Adopted
General	80,789.6	80,419.1	74,354.0
Total	80,789.6	80,419.1	74,354.0
	Adopted	Adopted	Adopted
FTE Positions	1,779.2	1,734.2	1,719.9



**Major Accomplishments**

- Expanded and improved e-Filing pilot for commercial litigation cases in the Law Division and in the process of expanding it to the judiciary.
- Continued to work with two private sector collection firms to assist with the collection of delinquent accounts receivables on a no-cost basis.
- In the process of implementing the Electronic Tickets Project.
- Continued successful expansion/widespread use of Global Filing across Cook County.
- Continued upgrading of the technological infrastructure of the Clerk's Office through updating of the Clerk of the Circuit Court web site with more value-added options and features to benefit the citizens of Cook County.
- Continued to aggressively pursue opportunities to increase revenue and reduce operating costs.
- In the process of completing the implementation of a fully integrated Court Records Imaging and Electronic Documentation Management System.
- Successfully conducted the Seventh Expungement and Education Summit.
- Implemented placement of Mortgage Foreclosure Surplus information online for Cook County residents.
- Successfully spearheaded enforcement proceedings enabling the collection agencies to file proceedings in the Civil Division without having to initiate a new civil case.
- Increased efforts to collect all statutory filing fees of municipalities due upon commencement of civil action and for registration of administrative judgments.

**Key Initiatives**

- Continue to offer 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.
- Continue to develop and improve management techniques and financial accountability for improved revenue generation.

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

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

Account		2010 Expenditures	2010 Adjusted Appropriation	Approved & Adopted	Difference
<b>Personal Services</b>					
110/501010	Salaries and Wages of Regular Employees	74,154,300.11	76,774,742	72,885,955	(3,888,787)
120/501210	Overtime Compensation	478,490.19	300,000	200,000	(100,000)
136/501400	Differential Pay	10,271.36	11,044	20,000	8,956
183/501770	Seminars for Professional Employees	8,374.05	8,500	8,500	
185/501810	Professional and Technical Membership Fees	4,752.99	4,850	4,850	
186/501860	Training Programs for Staff Personnel	14,791.03	18,400	18,400	
190/501970	Transportation and Other Travel Expenses for Employees	24,137.27	26,384	26,384	
<b>Personal Services Total</b>		<b>74,695,117.00</b>	<b>77,143,920</b>	<b>73,164,089</b>	<b>(3,979,831)</b>
<b>Contractual Services</b>					
214/520030	Armored Car Service	62,919.56	62,940	65,000	2,060
225/520260	Postage	664,357.00	605,377	555,377	(50,000)
228/520280	Delivery Services	153.15	500	500	
240/520490	Printing and Publishing	335,923.41	389,000	531,500	142,500
245/520610	Advertising For Specific Purposes	366,522.00	352,000	322,000	(30,000)
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<b>Contractual Services Total</b>		<b>1,608,576.47</b>	<b>1,597,317</b>	<b>1,629,390</b>	<b>32,073</b>
<b>Supplies and Materials</b>					
350/530600	Office Supplies	359,259.87	390,000	340,000	(50,000)
353/530640	Books, Periodicals, Publications, Archives and Data Services	10,794.29	19,100	19,100	
353/530675	County Wide Lexis-Nexis Contract			7,597	7,597
<b>Supplies and Materials Total</b>		<b>370,054.16</b>	<b>409,100</b>	<b>366,697</b>	<b>(42,403)</b>
<b>Operations and Maintenance</b>					
440/540130	Maintenance and Repair of Office Equipment	72,657.33	95,375	128,200	32,825
444/540250	Maintenance and Repair of Automotive Equipment	105.00	1,000	1,000	
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449/540310	Op., Maint. and Repair of Institutional Equipment	15,355.89	16,000	12,000	(4,000)
470/540390	Operating Costs for the Richard J. Daley Center	2,744,800.00	2,744,800	2,744,800	
<b>Operations and Maintenance Total</b>		<b>2,833,317.22</b>	<b>2,859,175</b>	<b>2,888,000</b>	<b>28,825</b>
<b>Rental and Leasing</b>					
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630/550018	County Wide Canon Photocopier Lease			231,578	231,578
660/550130	Rental of Facilities	13,300.00	18,000	22,160	4,160
<b>Rental and Leasing Total</b>		<b>19,765.42</b>	<b>25,400</b>	<b>269,473</b>	<b>244,073</b>
<b>Contingency and Special Purposes</b>					
814/580380	Appropriation Adjustments	(2,315,794.00)	(2,315,794)	(3,068,008)	(752,214)
819/580420	Appropriation Transfer for Corporate Fund/Reimbursement from Designated Fund			(895,611)	(895,611)
<b>Contingency and Special Purposes Total</b>		<b>(2,315,794.00)</b>	<b>(2,315,794)</b>	<b>(3,963,619)</b>	<b>(1,647,825)</b>
<b>Operating Funds Total</b>		<b>77,211,036.27</b>	<b>79,719,118</b>	<b>74,354,030</b>	<b>(5,365,088)</b>
<b>(715) Major Capital Equipment - Long Term Projects - 71520450</b>					
579/560450	Computer Equipment	400,000.00	3,700,000		(3,700,000)
		400,000.00	3,700,000		(3,700,000)
<b>(717) New/Replacement Capital Equipment - 71700335</b>					
521/560420	Institutional Equipment			5,250	5,250
530/560510	Office Furnishings and Equipment	185,281.46	623,400	139,145	(484,255)

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

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

Account	2010 Expenditures	2010 Adjusted Appropriation	Approved & Adopted	Difference
549/560610 Vehicle Purchase	49,940.65	70,000	35,000	(35,000)
570/560440 Telecommunications Equipment		9,100	17,675	8,575
579/560450 Computer Equipment	1,100,000.00			
	1,335,222.11	702,500	197,070	(505,430)
Total Capital Equipment Request Total	1,735,222.11	4,402,500	197,070	(4,205,430)

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	2010 Appropriation		Approved & Adopted	
			FTE Pos.	Salaries	FTE Pos.	Salaries
01 Clerk of the Circuit Court						
01 Executive Office - 3350766						
0002	Clerk of The Circuit Court	SJU	1.0	105,000	1.0	105,000
0618	Legal Systems Analyst	22	1.0	88,065		
5488	Assistant Chief Deputy Clerk III	22			1.0	90,164
0548	Deputy Clerk of The Circuit Court	20	1.0	71,780	1.0	73,240
0050	Administrative Assistant IV	18	1.0	65,615	1.0	65,859
0047	Administrative Assistant II	14	1.0	33,631	1.0	33,861
0907	Clerk V	11	1.0	36,063	1.0	36,444
0906	Clerk IV	09	3.0	91,193	3.0	91,624
			9.0	\$491,347	9.0	\$496,192
02 Electronic Citation Fund - 3351107						
0227	Cashier II	10			3.0	113,410
4220	Clerk IV, Senior (Courts)	10			25.0	886,669
0906	Clerk IV	09			2.0	59,961
					30.0	\$1,060,040
02 Inspector General						
01 Inspector General - 3350201						
0010	Associate Clerk of The Circuit Court	24	1.0	111,000	1.0	111,000
0529	Chief Deputy Clerk of The Circuit Court	23	1.0	98,280	1.0	99,388
0618	Legal Systems Analyst	22	1.0	93,966		
5496	Chief Deputy Clerk III	22			1.0	95,424
4800	Director of Investigations-CCC	21	1.0	73,226	1.0	73,328
0051	Administrative Assistant V	20	2.0	146,452		
0641	Investigator IV	20			2.0	147,993
1112	Systems Analyst III	20	1.0	71,780	1.0	71,880
0048	Administrative Assistant III	16	2.0	101,757	1.0	52,191
0639	Investigator II	16			2.0	106,169
1110	Systems Analyst I	16	1.0	54,288		
0047	Administrative Assistant II	14	1.0	42,943		
0638	Investigator I	14			2.0	89,330
2461	Security Officer III	13	1.0	44,913		
0046	Administrative Assistant I	12	2.0	78,836	2.0	79,826
0907	Clerk V	11	1.0	35,705	1.0	29,033
0906	Clerk IV	09	3.0	90,700	3.0	92,897
0954	Data Entry Operator II	09	2.0	61,208	2.0	61,248
			20.0	\$1,105,054	20.0	\$1,109,707
04 Chief Financial Officer						
01 Chief Financial Officer - 3350401						
0120	Chief Financial Officer	24	1.0	119,000	1.0	119,000
0050	Administrative Assistant IV	18	1.0	61,189	1.0	63,620
0144	Accountant IV	17	1.0	62,112	1.0	62,199
			3.0	\$242,301	3.0	\$244,819
02 Comptroller - 3350402						
0116	Deputy Comptroller	24			2.0	192,070
0618	Legal Systems Analyst	22	1.0	94,908		
0742	Personnel Manager V	22	1.0	94,908		
0548	Deputy Clerk of The Circuit Court	20			1.0	71,108
0145	Accountant V	19	1.0	72,500	1.0	73,234
0050	Administrative Assistant IV	18	1.0	66,275	1.0	41,272
0555	Court Clerk V	18	1.0	71,067		

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	2010 Appropriation		Approved & Adopted	
			FTE Pos.	Salaries	FTE Pos.	Salaries
0640	Investigator III	18			1.0	62,142
1104	Computer Operator IV	18	1.0	66,275	1.0	66,624
1111	Systems Analyst II	18	1.0	60,582	1.0	61,708
0144	Accountant IV	17	3.0	181,459	2.0	120,773
0554	Court Clerk IV	17	2.0	118,187	2.0	119,035
0048	Administrative Assistant III	16	2.0	113,000	3.0	170,984
1110	Systems Analyst I	16	1.0	55,937	1.0	56,145
0553	Court Clerk III	16	1.0	56,496		
0143	Accountant III	15	3.0	135,952	3.0	137,858
0517	Legal Secretary	15	1.0	44,913	1.0	45,526
0703	Personnel Analyst II	15	1.0	49,379	1.0	47,457
0047	Administrative Assistant II	14	5.0	216,987	5.0	219,256
0174	Bookkeeper IV	14	2.0	107,939	2.0	107,940
0142	Accountant II	13	7.0	321,877	7.0	301,674
0046	Administrative Assistant I	12	7.0	310,905	7.0	308,459
0141	Accountant I	11	8.0	315,515	8.0	315,870
0173	Bookkeeper III	11	2.0	84,747	2.0	84,748
0907	Clerk V	11	2.0	69,066	2.0	68,520
0955	Data Entry Operator III	11	1.0	30,588	1.0	31,363
0227	Cashier II	10	1.0	38,143	1.0	38,144
4220	Clerk IV, Senior (Courts)	10	1.0	30,588	1.0	31,363
0172	Bookkeeper II	09	1.0	34,656	1.0	34,657
0906	Clerk IV	09	7.0	235,649	7.0	236,377
			65.0	\$3,078,498	65.0	\$3,044,307
05 Compensation Services - 3350405						
0529	Chief Deputy Clerk of The Circuit Court	23	1.0	84,620	1.0	85,107
2177	Personnel Director II	23	1.0	93,498	1.0	95,415
0048	Administrative Assistant III	16	1.0	48,403	1.0	48,656
0584	Traffic Violations Supervisor I	16	1.0	52,686	1.0	53,512
0047	Administrative Assistant II	14	1.0	45,138	1.0	45,374
0244	Payroll Division Supervisor II	14	1.0	45,820	1.0	46,757
0142	Accountant II	13	1.0	39,060	1.0	39,357
0046	Administrative Assistant I	12	1.0	40,853	1.0	41,378
0954	Data Entry Operator II	09	1.0	29,394	1.0	29,618
			9.0	\$479,472	9.0	\$485,174
06 Financial Planning & Control - 3350406						
0134	Financial Control Officer	24	1.0	108,000		
0529	Chief Deputy Clerk of The Circuit Court	23			1.0	93,051
0740	Assistant Director Budget Planning And Management	22	1.0	90,742		
0294	Administrative Analyst IV	22	1.0	88,065	1.0	89,429
0051	Administrative Assistant V	20	1.0	77,742	1.0	62,312
0705	Personnel Analyst III	17	1.0	60,280	1.0	61,140
0048	Administrative Assistant III	16	1.0	51,646	1.0	46,662
0047	Administrative Assistant II	14	3.0	131,832	3.0	131,036
0046	Administrative Assistant I	12	3.0	126,291	3.0	112,900
0907	Clerk V	11	1.0	29,340	1.0	29,892
			13.0	\$763,938	12.0	\$626,422
05 Executive Clerk for Public Policy						
01 Executive Clerk for Public Policy - 3350501						
0010	Associate Clerk of The Circuit Court	24	1.0	133,000	1.0	133,000
0529	Chief Deputy Clerk of The Circuit Court	23	1.0	98,280	1.0	89,137

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	2010 Appropriation		Approved & Adopted	
			FTE Pos.	Salaries	FTE Pos.	Salaries
0618	Legal Systems Analyst	22	1.0	76,587		
5488	Assistant Chief Deputy Clerk III	22			1.0	76,694
0050	Administrative Assistant IV	18	1.0	60,582	1.0	60,667
0047	Administrative Assistant II	14	1.0	43,808	1.0	43,938
0906	Clerk IV	09	1.0	31,996	1.0	30,003
			6.0	\$444,253	6.0	\$433,439
02 General Services - 3350502						
0010	Associate Clerk of The Circuit Court	24	1.0	119,000	1.0	119,000
0050	Administrative Assistant IV	18	1.0	62,422	1.0	52,576
0048	Administrative Assistant III	16	1.0	55,382	1.0	56,285
0980	Duplicating Section Supervisor II	16	1.0	57,634	1.0	58,798
0047	Administrative Assistant II	14	2.0	86,070	2.0	86,923
0046	Administrative Assistant I	12	2.0	91,638	2.0	91,640
0907	Clerk V	11	4.0	165,322	4.0	165,324
4215	Warehouse Records Clerk I, Sr.	10	1.0	37,121	1.0	37,121
4220	Clerk IV, Senior (Courts)	10	2.0	75,264	2.0	64,808
0906	Clerk IV	09	3.0	98,654	3.0	100,129
			18.0	\$848,507	18.0	\$832,604
03 Public Information - 3350503						
0010	Associate Clerk of The Circuit Court	24			1.0	110,000
1114	Systems Analyst V	23	1.0	92,568		
0740	Assistant Director Budget Planning And Management	22			1.0	90,799
0051	Administrative Assistant V	20	2.0	149,522	1.0	66,080
0906	Clerk IV	09	1.0	32,641	1.0	32,889
			4.0	\$274,731	4.0	\$299,768
04 Human Resources - 3350504						
0348	Director of Research	23	1.0	103,305	1.0	105,388
0529	Chief Deputy Clerk of The Circuit Court	23	1.0	99,760	1.0	100,516
1114	Systems Analyst V	23	1.0	86,322	1.0	85,647
2177	Personnel Director II	23	1.0	84,200	1.0	85,073
0618	Legal Systems Analyst	22	1.0	88,949	1.0	92,479
0051	Administrative Assistant V	20	2.0	136,618	2.0	137,696
1112	Systems Analyst III	20	1.0	68,629	1.0	70,025
0048	Administrative Assistant III	16	2.0	109,395	2.0	109,619
0553	Court Clerk III	16	1.0	52,950	1.0	53,706
0047	Administrative Assistant II	14	3.0	129,898	3.0	123,075
0046	Administrative Assistant I	12	1.0	32,968	1.0	33,390
0907	Clerk V	11	1.0	36,424	1.0	36,673
			16.0	\$1,029,418	16.0	\$1,033,287
06 Executive Clerk for Operations						
01 Executive Clerk for Operations - 3350601						
0010	Associate Clerk of The Circuit Court	24	1.0	120,000	1.0	112,000
0618	Legal Systems Analyst	22	1.0	76,587		
5500	Executive Assistant to the Chief of Staff and Executive Clerk	22			1.0	78,411
0050	Administrative Assistant IV	18	1.0	50,373	1.0	51,017
			3.0	\$246,960	3.0	\$241,428
02 Special Projects - 3350602						
0051	Administrative Assistant V	20	3.0	215,506	1.0	70,028
0143	Accountant III	15	1.0	52,164	1.0	41,058
			4.0	\$267,670	2.0	\$111,086

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	2010 Appropriation		Approved & Adopted	
			FTE Pos.	Salaries	FTE Pos.	Salaries
03 Records Management - 3350603						
0047	Administrative Assistant II	14	1.0	37,908	1.0	38,336
0046	Administrative Assistant I	12	4.0	169,432	4.0	170,786
4220	Clerk IV, Senior (Courts)	10	1.0	38,143	1.0	27,686
			6.0	\$245,483	6.0	\$236,808
04 Appeals - 3350604						
0529	Chief Deputy Clerk of The Circuit Court	23	1.0	90,742	1.0	91,218
0618	Legal Systems Analyst	22	1.0	95,858		
5498	Court Operations Administrative Project Manager	22			1.0	96,606
0046	Administrative Assistant I	12	4.0	180,165	4.0	182,406
0907	Clerk V	11	1.0	37,159	1.0	37,628
4220	Clerk IV, Senior (Courts)	10	3.0	113,407	3.0	113,410
0906	Clerk IV	09	4.0	131,736	4.0	133,521
0954	Data Entry Operator II	09	1.0	34,656	1.0	34,657
			15.0	\$683,723	15.0	\$689,446
05 General Council - 3350605						
5491	General Counsel	24			1.0	108,000
5492	Deputy General Counsel	22			2.0	122,871
5493	Legal Analyst	20			1.0	70,678
					4.0	\$301,549
07 County Wide Operations Bureau						
01 County-Wide Operations Bureau Administration - 3350701						
0010	Associate Clerk of The Circuit Court	24	1.0	111,000	1.0	111,000
1108	Programmer IV	22	1.0	88,949	1.0	90,799
0048	Administrative Assistant III	16	1.0	48,162	1.0	48,690
			3.0	\$248,111	3.0	\$250,489
02 Chancery Division - 3350702						
0529	Chief Deputy Clerk of The Circuit Court	23	1.0	96,337	1.0	84,023
0293	Administrative Analyst III	21	1.0	82,540	1.0	83,037
0554	Court Clerk IV	17	1.0	60,885	1.0	55,671
0553	Court Clerk III	16	1.0	49,379	1.0	41,587
0608	Court Clerk/Trainer	15	1.0	58,100	1.0	58,101
0047	Administrative Assistant II	14	1.0	39,846	1.0	39,902
0552	Court Clerk II	14	3.0	161,909	3.0	161,910
0142	Accountant II	13	1.0	50,267	1.0	50,268
0551	Court Clerk I	13	18.0	866,488	18.0	869,652
0046	Administrative Assistant I	12	2.0	93,874	2.0	93,876
0228	Cashier III	12	1.0	42,652	1.0	27,686
1101	Computer Operator I	12	1.0	46,937	1.0	46,938
0227	Cashier II	10	2.0	71,215	2.0	72,490
4215	Warehouse Records Clerk I, Sr.	10	1.0	34,155	1.0	34,200
4220	Clerk IV, Senior (Courts)	10	5.0	188,414	5.0	179,279
0226	Cashier I	09	1.0	30,588		
0906	Clerk IV	09	8.0	258,317	7.0	225,681
			49.0	\$2,231,903	47.0	\$2,124,301
03 Probate Division - 3350703						
0529	Chief Deputy Clerk of The Circuit Court	23	1.0	97,304	1.0	98,116
0051	Administrative Assistant V	20			1.0	72,157
1112	Systems Analyst III	20	1.0	73,226	1.0	66,055
0555	Court Clerk V	18	1.0	59,386	1.0	59,791
0048	Administrative Assistant III	16	1.0	57,634	1.0	57,849

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	2010 Appropriation		Approved & Adopted	
			FTE Pos.	Salaries	FTE Pos.	Salaries
0553	Court Clerk III	16	1.0	56,496	1.0	57,635
0608	Court Clerk/Trainer	15	1.0	58,100		1
0552	Court Clerk II	14	2.0	105,368	2.0	105,369
0142	Accountant II	13	1.0	46,935	1.0	46,936
0551	Court Clerk I	13	11.0	527,650	11.0	511,860
0046	Administrative Assistant I	12	6.0	252,655	6.0	254,179
0228	Cashier III	12	1.0	43,825	1.0	43,828
1101	Computer Operator I	12	1.0	43,825		1
0907	Clerk V	11	2.0	79,123	2.0	68,608
0227	Cashier II	10	1.0	37,121	1.0	37,122
4220	Clerk IV, Senior (Courts)	10	9.0	325,599	9.0	328,670
0906	Clerk IV	09	2.0	67,901	2.0	68,185
			42.0	\$1,932,148	41.0	\$1,876,362
04 County Division - 3350704						
0529	Chief Deputy Clerk of The Circuit Court	23	1.0	92,568	1.0	92,697
0618	Legal Systems Analyst	22	1.0	98,770	1.0	98,771
0048	Administrative Assistant III	16	1.0	52,686	1.0	53,261
0553	Court Clerk III	16	1.0	43,808	1.0	44,367
0608	Court Clerk/Trainer	15	1.0	58,100	1.0	58,101
0552	Court Clerk II	14	3.0	158,329	3.0	158,331
0551	Court Clerk I	13	8.0	382,566	8.0	387,705
0046	Administrative Assistant I	12	2.0	91,638	2.0	91,640
0228	Cashier III	12	1.0	43,825	1.0	43,825
0907	Clerk V	11	2.0	79,651	2.0	80,554
4220	Clerk IV, Senior (Courts)	10	8.0	290,476	8.0	286,997
0226	Cashier I	09	1.0	33,244	1.0	33,245
0906	Clerk IV	09	2.0	62,585	2.0	62,624
1021	Warehouse Records Clerk I	09	1.0	34,656	1.0	34,657
			33.0	\$1,522,902	33.0	\$1,526,775
05 Law Division - 3350705						
0529	Chief Deputy Clerk of The Circuit Court	23	1.0	95,382	1.0	96,105
0618	Legal Systems Analyst	22	1.0	86,322		
5488	Assistant Chief Deputy Clerk III	22			1.0	86,949
0050	Administrative Assistant IV	18	1.0	65,615	1.0	66,406
0555	Court Clerk V	18	1.0	64,319	1.0	64,807
0554	Court Clerk IV	17	1.0	60,280	1.0	60,644
0048	Administrative Assistant III	16	1.0	55,937	1.0	56,444
0143	Accountant III	15	1.0	42,729	1.0	42,954
0608	Court Clerk/Trainer	15	2.0	116,201	2.0	116,202
0047	Administrative Assistant II	14	1.0	39,846	1.0	40,056
0174	Bookkeeper IV	14	1.0	29,340	1.0	29,379
0552	Court Clerk II	14	7.0	377,788	7.0	351,506
0142	Accountant II	13	1.0	47,873	1.0	49,566
0936	Stenographer V	13	1.0	50,267	1.0	27,686
0551	Court Clerk I	13	56.0	2,694,095	56.0	2,675,350
0046	Administrative Assistant I	12	6.0	272,679	6.0	273,708
0228	Cashier III	12	1.0	42,652	1.0	42,653
0907	Clerk V	11	8.0	316,332	8.0	316,373
0227	Cashier II	10	3.0	111,893	3.0	112,556
4220	Clerk IV, Senior (Courts)	10	13.0	477,010	13.0	466,683
0906	Clerk IV	09	10.0	324,698	10.0	330,001
0954	Data Entry Operator II	09	2.0	61,389	2.0	59,518

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	2010 Appropriation		Approved & Adopted	
			FTE Pos.	Salaries	FTE Pos.	Salaries
			119.0	\$5,432,647	119.0	\$5,365,546
08 Family Law Bureau						
01 Family Law Administration - 3350801						
0010	Associate Clerk of The Circuit Court	24	1.0	110,000	1.0	110,000
0050	Administrative Assistant IV	18	1.0	62,422	1.0	62,748
0585	Traffic Violations Supervisor II	18	1.0	64,964	1.0	65,971
0048	Administrative Assistant III	16	1.0	56,496	1.0	57,715
0047	Administrative Assistant II	14	1.0	39,846	1.0	39,902
			5.0	\$333,728	5.0	\$336,336
02 Domestic Relations Division - 3350802						
0529	Chief Deputy Clerk of The Circuit Court	23	1.0	97,304	1.0	99,136
0618	Legal Systems Analyst	22	1.0	88,065		
5488	Assistant Chief Deputy Clerk III	22			1.0	88,753
0050	Administrative Assistant IV	18	3.0	179,033	3.0	179,220
1118	Data Processing Coordinator	16	1.0	48,162	1.0	48,416
0553	Court Clerk III	16	1.0	39,846	1.0	40,149
0143	Accountant III	15	1.0	48,403	1.0	45,686
0608	Court Clerk/Trainer	15	2.0	116,201	2.0	116,202
0047	Administrative Assistant II	14	1.0	50,123	1.0	50,730
0552	Court Clerk II	14	3.0	161,909	3.0	135,626
0142	Accountant II	13	2.0	98,140	2.0	98,142
4200	Computer Oper I, Sr (Courts)	13	1.0	47,873	1.0	49,180
0551	Court Clerk I	13	34.0	1,648,185	34.0	1,651,452
1101	Computer Operator I	12	1.0	30,588	1.0	30,588
0907	Clerk V	11	3.0	101,006	3.0	102,805
0227	Cashier II	10	2.0	72,729	2.0	65,014
4210	Data Entry Oper II, Sr(Courts)	10	2.0	65,266	1.0	37,123
4220	Clerk IV, Senior (Courts)	10	5.0	175,820	5.0	177,792
0226	Cashier I	09	2.0	66,489	2.0	66,490
0906	Clerk IV	09	3.0	95,829	3.0	96,194
0954	Data Entry Operator II	09	1.0	31,052	1.0	31,117
			70.0	\$3,262,023	69.0	\$3,209,815
03 Juvenile Child Protection Division - 3350803						
0529	Chief Deputy Clerk of The Circuit Court	23	1.0	97,304	1.0	97,439
0554	Court Clerk IV	17	1.0	55,658	1.0	55,284
0048	Administrative Assistant III	16	1.0	55,382	1.0	55,673
0517	Legal Secretary	15	1.0	52,686	1.0	53,695
0608	Court Clerk/Trainer	15	1.0	58,100	1.0	58,101
0047	Administrative Assistant II	14	1.0	47,211	1.0	47,351
0552	Court Clerk II	14	6.0	318,676	6.0	322,405
0551	Court Clerk I	13	11.0	485,472	11.0	486,960
0046	Administrative Assistant I	12	3.0	130,316	3.0	131,343
0907	Clerk V	11	3.0	122,765	3.0	123,322
4220	Clerk IV, Senior (Courts)	10	4.0	141,727	4.0	142,167
0906	Clerk IV	09	1.0	34,656	1.0	34,657
			34.0	\$1,599,953	34.0	\$1,608,397
04 Juvenile Justice Division - 3350804						
0529	Chief Deputy Clerk of The Circuit Court	23	2.0	178,788	2.0	180,582
1113	Systems Analyst IV	21	1.0	82,540	1.0	83,856
0554	Court Clerk IV	17	1.0	59,683	1.0	60,334
0553	Court Clerk III	16	2.0	99,808	2.0	99,235

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	2010 Appropriation		Approved & Adopted	
			FTE Pos.	Salaries	FTE Pos.	Salaries
0608	Court Clerk/Trainer	15	1.0	58,100	1.0	58,101
0047	Administrative Assistant II	14	1.0	47,684	1.0	40,746
0552	Court Clerk II	14	7.0	369,066	7.0	369,069
0551	Court Clerk I	13	9.0	425,811	9.0	426,631
0046	Administrative Assistant I	12	2.0	91,638	2.0	91,640
1101	Computer Operator I	12	1.0	43,825	1.0	44,030
0907	Clerk V	11	3.0	122,765	3.0	121,670
0955	Data Entry Operator III	11	1.0	40,921	1.0	40,922
4210	Data Entry Oper II, Sr(Courts)	10	2.0	72,729	2.0	74,091
4220	Clerk IV, Senior (Courts)	10	5.0	185,115	5.0	185,117
0906	Clerk IV	09	3.0	99,733	3.0	99,735
			41.0	\$1,978,206	41.0	\$1,975,759
05 Child Support Program - 3350805						
0551	Court Clerk I	13	5.0	237,704	5.0	238,631
4210	Data Entry Oper II, Sr(Courts)	10	1.0	37,121	1.0	37,122
4220	Clerk IV, Senior (Courts)	10	5.0	184,685	5.0	185,754
			11.0	\$459,510	11.0	\$461,507
09 Criminal Bureau						
01 Criminal Bureau Administration - 3350901						
0010	Associate Clerk of The Circuit Court	24	1.0	112,000	1.0	112,000
0048	Administrative Assistant III	16	1.0	56,496	1.0	57,221
			2.0	\$168,496	2.0	\$169,221
02 Criminal Division - 3350902						
0529	Chief Deputy Clerk of The Circuit Court	23	1.0	88,506	1.0	89,779
0618	Legal Systems Analyst	22	1.0	82,952	1.0	84,621
0051	Administrative Assistant V	20	1.0	70,012	1.0	70,380
0577	Criminal Records & Filing Supervisor II	20	1.0	79,310	1.0	80,601
0555	Court Clerk V	18	2.0	118,961	2.0	120,320
0554	Court Clerk IV	17	1.0	60,280	1.0	60,914
0048	Administrative Assistant III	16	1.0	52,686	1.0	52,964
0553	Court Clerk III	16	3.0	168,954	3.0	170,314
0608	Court Clerk/Trainer	15	1.0	55,334	1.0	55,335
0047	Administrative Assistant II	14	3.0	142,694	3.0	143,938
1102	Computer Operator II	14	1.0	37,908	1.0	38,049
0552	Court Clerk II	14	6.0	321,247	6.0	326,025
0142	Accountant II	13	1.0	28,144	1.0	28,450
4200	Computer Oper I, Sr (Courts)	13	1.0	47,873	1.0	49,474
0551	Court Clerk I	13	52.0	2,371,432	52.0	2,347,275
0046	Administrative Assistant I	12	12.0	545,844	12.0	547,535
0907	Clerk V	11	5.0	183,899	5.0	184,026
0955	Data Entry Operator III	11	1.0	43,825		1
0227	Cashier II	10	2.0	67,483	2.0	68,036
4220	Clerk IV, Senior (Courts)	10	15.0	528,392	15.0	521,536
0906	Clerk IV	09	6.0	187,971	6.0	189,701
0954	Data Entry Operator II	09	1.0	29,340	1.0	30,815
			118.0	\$5,313,047	117.0	\$5,260,089
03 Criminal Department - 3350903						
0529	Chief Deputy Clerk of The Circuit Court	23	1.0	100,260	1.0	101,291
0579	Criminal Records & Filing Supervisor III	22	1.0	93,966	1.0	94,932
0577	Criminal Records & Filing Supervisor II	20	1.0	73,226	1.0	73,499
0050	Administrative Assistant IV	18	1.0	64,964	1.0	60,475

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	2010 Appropriation		Approved & Adopted	
			FTE Pos.	Salaries	FTE Pos.	Salaries
0554	Court Clerk IV	17	3.0	183,316	3.0	170,037
0048	Administrative Assistant III	16	5.0	261,281	5.0	254,229
0553	Court Clerk III	16	4.0	219,088	4.0	221,689
0608	Court Clerk/Trainer	15	1.0	58,100	2.0	86,551
0047	Administrative Assistant II	14	4.0	198,030	4.0	200,176
0174	Bookkeeper IV	14	1.0	44,356	1.0	35,090
0552	Court Clerk II	14	9.0	480,586	9.0	456,045
0142	Accountant II	13	1.0	50,267	1.0	50,268
0936	Stenographer V	13	1.0	28,144	1.0	28,450
0551	Court Clerk I	13	69.0	3,210,796	67.0	3,088,582
0046	Administrative Assistant I	12	16.0	702,104	16.0	684,722
0228	Cashier III	12	1.0	43,825	1.0	43,828
0907	Clerk V	11	2.0	71,714	2.0	71,757
0955	Data Entry Operator III	11	1.0	40,921	1.0	40,922
4210	Data Entry Oper II, Sr(Courts)	10	1.0	38,143	1.0	38,331
4220	Clerk IV, Senior (Courts)	10	15.0	542,210	15.0	536,108
0226	Cashier I	09	2.0	65,133	2.0	65,793
0906	Clerk IV	09	21.0	667,657	20.0	655,873
0954	Data Entry Operator II	09	3.0	90,621	3.0	91,795
4613	Internship Clerk	09	1.0	31,996	1.0	32,384
			165.0	\$7,360,704	163.0	\$7,182,827
10 1st Municipal Bureau						
01 Civil Division - 3351001						
0010	Associate Clerk of The Circuit Court	24	1.0	110,000		
0618	Legal Systems Analyst	22	1.0	92,568		
5488	Assistant Chief Deputy Clerk III	22			1.0	94,223
0051	Administrative Assistant V	20	3.0	207,082	3.0	208,121
0050	Administrative Assistant IV	18	3.0	193,604	3.0	189,816
0555	Court Clerk V	18	2.0	130,124	2.0	130,592
0554	Court Clerk IV	17	2.0	111,492	2.0	111,838
0048	Administrative Assistant III	16	2.0	100,305	2.0	101,030
0639	Investigator II	16			1.0	52,164
0553	Court Clerk III	16	2.0	106,260	2.0	108,330
4804	File Manager III	16	1.0	43,808	1.0	44,367
0143	Accountant III	15	1.0	52,164		
0608	Court Clerk/Trainer	15	2.0	116,201	2.0	116,202
0047	Administrative Assistant II	14	2.0	93,075	2.0	86,206
0552	Court Clerk II	14	6.0	320,116	6.0	320,118
0142	Accountant II	13	4.0	195,343	4.0	178,287
0551	Court Clerk I	13	57.0	2,714,002	57.0	2,702,513
0046	Administrative Assistant I	12	17.0	780,530	17.0	786,507
1101	Computer Operator I	12	1.0	44,701	1.0	44,702
0907	Clerk V	11	25.0	1,015,734	25.0	1,000,589
0955	Data Entry Operator III	11	2.0	81,843	2.0	82,546
0227	Cashier II	10	10.0	365,832	10.0	359,799
4220	Clerk IV, Senior (Courts)	10	44.0	1,617,216	44.0	1,610,569
0906	Clerk IV	09	25.4	827,919	25.4	820,851
0954	Data Entry Operator II	09	8.0	252,836	8.0	258,178
			221.4	\$9,572,755	220.4	\$9,407,548
02 Traffic Division - 3351002						
0581	Director of Traffic Violations Bureau II	23	1.0	102,279	1.0	104,342

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	2010 Appropriation		Approved & Adopted	
			FTE Pos.	Salaries	FTE Pos.	Salaries
1108	Programmer IV	22	1.0	84,620	1.0	86,347
1112	Systems Analyst III	20	1.0	82,540	1.0	82,541
0145	Accountant V	19	1.0	72,500	1.0	73,361
0050	Administrative Assistant IV	18	2.0	129,956	2.0	131,623
0555	Court Clerk V	18	1.0	62,422	1.0	63,582
0585	Traffic Violations Supervisor II	18	2.0	128,697	2.0	130,128
0508	Court Coordinator II	17	1.0	58,504	1.0	59,255
0554	Court Clerk IV	17	1.0	60,582	1.0	61,054
0048	Administrative Assistant III	16	1.0	50,373	1.0	50,972
0584	Traffic Violations Supervisor I	16	1.0	43,808	1.0	44,370
0608	Court Clerk/Trainer	15	1.0	58,100	1.0	58,101
0047	Administrative Assistant II	14	7.0	324,482	7.0	322,849
0174	Bookkeeper IV	14	1.0	40,046	2.0	93,714
0552	Court Clerk II	14	10.0	539,697	9.0	485,731
0142	Accountant II	13	5.0	247,680	4.0	198,272
0551	Court Clerk I	13	36.0	1,675,348	35.0	1,637,496
0046	Administrative Assistant I	12	21.0	917,404	22.0	950,018
0228	Cashier III	12	2.0	88,526	2.0	90,766
1101	Computer Operator I	12	1.0	46,937	1.0	46,938
0907	Clerk V	11	18.0	706,226	17.0	655,171
0227	Cashier II	10	6.0	225,794	3.0	113,410
4210	Data Entry Oper II, Sr(Courts)	10	1.0	37,121	1.0	37,122
4220	Clerk IV, Senior (Courts)	10	50.0	1,866,664	25.0	907,918
0226	Cashier I	09	1.0	33,244	1.0	33,245
0906	Clerk IV	09	8.0	246,328	5.0	148,318
			181.0	\$7,929,878	148.0	\$6,666,644
11 Suburban Operations Bureau						
01 Suburban Operations Bureau Administration - 3351101						
0010	Associate Clerk of The Circuit Court	24	1.0	111,000	1.0	111,000
1112	Systems Analyst III	20	1.0	71,780	1.0	72,324
			2.0	\$182,780	2.0	\$183,324
02 District 2 - Skokie - 3351102						
0529	Chief Deputy Clerk of The Circuit Court	23	1.0	99,263	1.0	80,679
1113	Systems Analyst IV	21	1.0	82,540	1.0	75,494
0555	Court Clerk V	18	1.0	66,275	1.0	66,895
0585	Traffic Violations Supervisor II	18	1.0	66,275	1.0	67,509
0508	Court Coordinator II	17	1.0	59,683	1.0	60,597
0576	Criminal Records & Filing Supervisor I	17	1.0	61,495	1.0	62,128
1118	Data Processing Coordinator	16	1.0	57,634	1.0	58,336
0553	Court Clerk III	16	1.0	50,373	1.0	50,756
0608	Court Clerk/Trainer	15	2.0	116,201	2.0	116,202
0552	Court Clerk II	14	7.0	370,075	7.0	376,509
0142	Accountant II	13	3.0	128,729	3.0	129,505
0551	Court Clerk I	13	15.0	684,530	15.0	687,823
0046	Administrative Assistant I	12	11.0	483,710	11.0	448,179
0173	Bookkeeper III	11	1.0	29,340	1.0	30,084
0907	Clerk V	11	6.0	230,574	6.0	218,115
0227	Cashier II	10	4.0	149,508	4.0	143,087
4210	Data Entry Oper II, Sr(Courts)	10	0.6	30,147	0.6	18,089
4220	Clerk IV, Senior (Courts)	10	10.0	344,416	10.0	344,096
0906	Clerk IV	09	12.6	384,609	12.6	386,839

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	2010 Appropriation		Approved & Adopted	
			FTE Pos.	Salaries	FTE Pos.	Salaries
0954	Data Entry Operator II	09	1.0	30,588	1.0	30,728
			81.2	\$3,525,965	81.2	\$3,451,650
03 District 3 - Rolling Meadows - 3351103						
0529	Chief Deputy Clerk of The Circuit Court	23	1.0	106,444	1.0	106,444
0816	Training Coordinator IV	21	1.0	82,540	1.0	82,846
0555	Court Clerk V	18	1.0	64,319	1.0	65,495
0508	Court Coordinator II	17	1.0	62,112	1.0	62,470
0553	Court Clerk III	16	2.0	109,183	2.0	110,532
0047	Administrative Assistant II	14	1.7	77,943	2.0	77,970
0552	Court Clerk II	14	11.0	555,540	11.0	555,849
0142	Accountant II	13	3.0	147,469	3.0	147,472
0551	Court Clerk I	13	14.0	648,392	14.0	651,855
0046	Administrative Assistant I	12	10.0	429,303	10.0	431,050
0228	Cashier III	12	1.0	44,701	1.0	44,702
1101	Computer Operator I	12	2.0	86,478	2.0	87,656
0907	Clerk V	11	6.0	222,801	6.0	218,016
0227	Cashier II	10	4.0	144,006	4.0	147,934
4210	Data Entry Oper II, Sr(Courts)	10	3.6	139,653	4.0	142,209
4220	Clerk IV, Senior (Courts)	10	14.0	531,038	14.0	528,364
0906	Clerk IV	09	15.0	485,553	15.0	492,431
0954	Data Entry Operator II	09	3.0	95,721	3.0	98,285
			94.3	\$4,033,196	95.0	\$4,051,580
04 District 4 - Maywood - 3351104						
0529	Chief Deputy Clerk of The Circuit Court	23	1.0	95,382	1.0	95,931
0051	Administrative Assistant V	20	1.0	68,629		
0050	Administrative Assistant IV	18	2.0	131,890	2.0	133,380
0585	Traffic Violations Supervisor II	18	1.0	57,347	1.0	58,534
0048	Administrative Assistant III	16	1.0	57,634	1.0	58,320
0553	Court Clerk III	16	1.0	51,646	1.0	52,610
0608	Court Clerk/Trainer	15	2.0	116,201	2.0	116,202
0047	Administrative Assistant II	14	1.0	41,676	1.0	41,961
0552	Court Clerk II	14	10.0	518,121	10.0	519,633
0142	Accountant II	13	1.0	47,873	1.0	48,779
4200	Computer Oper I, Sr (Courts)	13	1.0	29,340	1.0	30,815
0551	Court Clerk I	13	9.0	417,938	9.0	416,697
0046	Administrative Assistant I	12	11.0	492,194	11.0	490,616
0228	Cashier III	12	2.0	87,353	2.0	87,687
0907	Clerk V	11	2.0	80,747	2.0	80,747
0227	Cashier II	10	2.0	66,462	2.0	67,206
4210	Data Entry Oper II, Sr(Courts)	10	2.0	72,298	2.0	72,455
4220	Clerk IV, Senior (Courts)	10	11.0	411,247	11.0	394,732
0906	Clerk IV	09	6.0	190,307	6.0	192,470
0954	Data Entry Operator II	09	2.6	84,788	2.6	85,530
			69.6	\$3,119,073	68.6	\$3,044,305
05 District 5 - Bridgeview - 3351105						
0529	Chief Deputy Clerk of The Circuit Court	23	1.0	78,915	1.0	79,562
0050	Administrative Assistant IV	18	1.0	61,495	1.0	61,962
0585	Traffic Violations Supervisor II	18	1.0	64,319	1.0	64,608
0048	Administrative Assistant III	16	1.0	48,162	1.0	49,148
0608	Court Clerk/Trainer	15	2.0	113,434	2.0	113,436
0047	Administrative Assistant II	14	2.7	125,747	2.7	126,999

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	2010 Appropriation		Approved & Adopted	
			FTE Pos.	Salaries	FTE Pos.	Salaries
0552	Court Clerk II	14	10.0	531,984	10.0	531,986
0142	Accountant II	13	2.0	93,870	2.0	93,872
4200	Computer Oper I, Sr (Courts)	13	1.0	28,144	1.0	28,450
0551	Court Clerk I	13	24.0	1,102,283	24.0	1,090,585
0046	Administrative Assistant I	12	10.0	430,439	10.0	432,149
0228	Cashier III	12	1.0	43,825	1.0	43,828
1023	Warehouse Records Clerk III	12	1.0	29,340		1
0907	Clerk V	11	5.0	206,417	5.0	207,087
0227	Cashier II	10	6.0	221,744	6.0	221,748
4210	Data Entry Oper II, Sr(Courts)	10	4.0	129,257	4.0	131,053
4220	Clerk IV, Senior (Courts)	10	16.0	584,147	15.0	555,558
0906	Clerk IV	09	7.0	217,888	7.0	219,416
1021	Warehouse Records Clerk I	09	1.0	28,144	1.0	28,450
			96.7	\$4,139,554	94.7	\$4,079,898
06 District 6 - Markham - 3351106						
0529	Chief Deputy Clerk of The Circuit Court	23	1.0	98,280	1.0	99,290
0618	Legal Systems Analyst	22	1.0	91,195		
5488	Assistant Chief Deputy Clerk III	22			1.0	92,625
0555	Court Clerk V	18	2.0	128,001	2.0	129,168
0585	Traffic Violations Supervisor II	18	1.0	63,681	1.0	64,354
0508	Court Coordinator II	17	1.0	59,683	1.0	59,994
0048	Administrative Assistant III	16	1.0	56,496	1.0	57,018
0553	Court Clerk III	16	1.0	55,937	1.0	56,830
0608	Court Clerk/Trainer	15	2.0	116,201	2.0	116,202
0047	Administrative Assistant II	14	1.0	50,123	1.0	50,661
0174	Bookkeeper IV	14	1.0	53,969	1.0	53,970
0552	Court Clerk II	14	7.0	298,937	7.0	301,331
0142	Accountant II	13	3.0	121,804	3.0	122,955
4200	Computer Oper I, Sr (Courts)	13	1.0	46,935	1.0	46,935
0551	Court Clerk I	13	31.0	1,467,537	30.0	1,408,545
0046	Administrative Assistant I	12	12.0	465,516	11.0	419,775
0228	Cashier III	12	1.0	43,825	1.0	43,828
1101	Computer Operator I	12	2.0	73,166	2.0	73,255
0907	Clerk V	11	7.0	265,786	7.0	269,348
0227	Cashier II	10	6.0	218,360	6.0	222,374
4210	Data Entry Oper II, Sr(Courts)	10	1.0	37,121	1.0	38,328
4220	Clerk IV, Senior (Courts)	10	16.0	584,034	16.0	582,315
0226	Cashier I	09	2.0	67,901	2.0	67,902
0906	Clerk IV	09	2.5	93,065	2.5	82,242
0954	Data Entry Operator II	09	1.5	69,313	1.5	55,287
			105.0	\$4,626,866	103.0	\$4,514,532
<b>Total Salaries and Positions</b>			<b>1,734.2</b>	<b>\$79,174,800</b>	<b>1,719.9</b>	<b>\$77,992,981</b>
<b>Turnover Adjustment</b>						<b>(5,107,026)</b>
<b>Operating Funds Total</b>			<b>1,734.2</b>	<b>\$79,174,800</b>	<b>1,719.9</b>	<b>\$72,885,955</b>

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

Grade	2010 Appropriation		Approved & Adopted	
	FTE Pos.	Salaries	FTE Pos.	Salaries
SJU	1.0	105,000	1.0	105,000
24	11.0	1,264,000	13.0	1,448,070
23	26.0	2,455,891	26.0	2,435,356
22	19.0	1,696,042	19.0	1,650,897
21	5.0	403,386	5.0	398,561
20	23.0	1,663,834	22.0	1,566,718
19	2.0	145,000	2.0	146,595
18	41.0	2,592,449	41.0	2,562,869
17	23.0	1,375,691	22.0	1,303,367
16	58.0	3,063,494	59.0	3,124,948
15	32.0	1,751,064	31.0	1,657,274
14	161.4	8,035,267	162.7	8,002,918
13	503.0	23,549,049	497.0	23,124,405
12	188.0	8,181,738	186.0	8,034,462
11	125.0	4,882,319	123.0	4,748,158
10	321.2	11,756,034	319.6	11,537,165
09	194.6	6,254,542	190.6	6,146,218
<b>Total Salaries and Positions</b>	<b>1,734.2</b>	<b>\$79,174,800</b>	<b>1,719.9</b>	<b>\$77,992,981</b>
Turnover Adjustment				(5,107,026)
<b>Operating Funds Total</b>	<b>1,734.2</b>	<b>\$79,174,800</b>	<b>1,719.9</b>	<b>\$72,885,955</b>

DEPARTMENT OVERVIEW

528 CLERK OF THE 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.

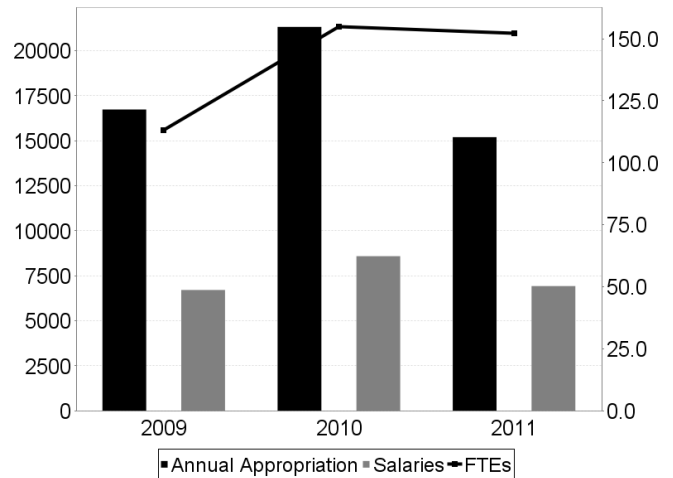
Goals and Objectives

- Management Information Systems (MIS) Court Automation Fund is utilized 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 and 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 the Automation Fund revenue collected and disbursed pursuant to the State of Illinois Statute.

Fund Category	Appropriations (\$ thousands)		
	2009 Adopted	2010 Adopted	2011 Approved and Adopted
General	16,735.6	21,324.4	15,198.4
Total	16,735.6	21,324.4	15,198.4
	Adopted	Adopted	Adopted
FTE Positions	113.0	154.8	152.2



Major Accomplishments

- Initiated a county-wide license for an electronic ticketing/forms program which allows law enforcement agencies across Cook County efficiency in ticket issuing and processing of data at traffic stops.
- Fully implemented an electronic filing pilot for commercial litigation cases in the Law Division ultimately reducing the amount of paper and data entry involved, thus reducing costs.
- Spearheaded expansion of the e-Filing system into other areas of law.
- In conjunction with the Chief Judge, commenced Interactive System Project that will allow judges to enter court order based on pre-defined judicial business process flows.
- Officially launched the smartKIOSK initiative installing information kiosk to replace paper listing of court calls.
- In the process of completing implementation of a fully integrated Court Records Imaging and Electronic Documentation Management System.

Key Initiatives

- Pursue a county-wide license for an electronic ticketing/forms program to enhance data integrity.
- Enhance adoption of e-filing by the court users including attorneys and self-represented litigants.
- Expand e-filing to other areas of law.
- Continue with the Interactive orders System project.
- Expand the functionality of the smartKIOSK Project.
- Deploy electronic tools to increase employee effectiveness and efficiency.
- Continue to review operations for cost-savings initiatives.
- Upgrade the existing cashiering application to iNovah.
- Update the current Clerk of the Circuit Court web site.

DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
DEPARTMENT 528 - CLERK OF THE CIRCUIT COURT AUTOMATION FUND

Account	2010 Expenditures	2010 Adjusted Appropriation	Approved & Adopted	Difference	
<b>Personal Services</b>					
110/501010	Salaries and Wages of Regular Employees	8,202,044.53	8,577,453	6,924,049	(1,653,404)
120/501210	Overtime Compensation	116,621.70	400,000	100,000	(300,000)
129/501300	Salaries and Wages of Seasonal Work Employees	250,286.21	269,998	138,905	(131,093)
133/501360	Per Diem Personnel		16,902		(16,902)
136/501400	Differential Pay	7,366.74	8,100	13,000	4,900
170/501510	Mandatory Medicare Costs	103,709.06	106,653	127,314	20,661
174/501570	Pension			958,228	958,228
175/501590	Life Insurance Program	24,050.11	30,615	31,604	989
176/501610	Health Insurance	1,693,616.12	1,796,144	1,885,564	89,420
177/501640	Dental Insurance Plan	41,439.74	57,876	54,094	(3,782)
179/501690	Vision Care Insurance	13,411.39	18,048	17,120	(928)
183/501770	Seminars for Professional Employees	3,700.00	5,000	5,000	
185/501810	Professional and Technical Membership Fees		1,500	1,000	(500)
186/501860	Training Programs for Staff Personnel	44,227.50	50,000	15,000	(35,000)
190/501970	Transportation and Other Travel Expenses for Employees	9,597.10	25,000	5,000	(20,000)
<b>Personal Services Total</b>		<b>10,510,070.20</b>	<b>11,363,289</b>	<b>10,275,878</b>	<b>(1,087,411)</b>
<b>Contractual Services</b>					
225/520260	Postage	5,000.00	10,000	10,000	
260/520830	Professional and Managerial Services	725,000.00	2,000,000	300,000	(1,700,000)
261/520890	Legal Fees Regarding Labor Matters	19,980.00	50,000	15,000	(35,000)
<b>Contractual Services Total</b>		<b>749,980.00</b>	<b>2,060,000</b>	<b>325,000</b>	<b>(1,735,000)</b>
<b>Supplies and Materials</b>					
350/530600	Office Supplies	45,838.51	50,000	20,755	(29,245)
353/530640	Books, Periodicals, Publications, Archives and Data Services	1,299.00	10,000	2,500	(7,500)
388/531650	Computer Operation Supplies	433,219.88	600,000	130,000	(470,000)
<b>Supplies and Materials Total</b>		<b>480,357.39</b>	<b>660,000</b>	<b>153,255</b>	<b>(506,745)</b>
<b>Operations and Maintenance</b>					
440/540130	Maintenance and Repair of Office Equipment	68,412.00	95,000	50,000	(45,000)
441/540170	Maintenance and Repair of Data Processing Equipment and Software	498,471.09	600,000	417,153	(182,847)
441/540172	County Wide Contract for Maintenance of Data Processing Equipment			426,546	426,546
445/540290	Operation of Automotive Equipment		10,000		(10,000)
449/540310	Op., Maint. and Repair of Institutional Equipment	5,000.00	40,000	10,000	(30,000)
<b>Operations and Maintenance Total</b>		<b>571,883.09</b>	<b>745,000</b>	<b>903,699</b>	<b>158,699</b>
<b>Capital Equipment and Improvements</b>					
579/560450	Computer Equipment	1,838,958.14	2,061,000	395,000	(1,666,000)
<b>Capital Equipment and Improvements Total</b>		<b>1,838,958.14</b>	<b>2,061,000</b>	<b>395,000</b>	<b>(1,666,000)</b>
<b>Rental and Leasing</b>					
630/550010	Rental of Office Equipment	435,520.50	1,015,000	310,000	(705,000)
660/550130	Rental of Facilities			6,000	6,000
<b>Rental and Leasing Total</b>		<b>435,520.50</b>	<b>1,015,000</b>	<b>316,000</b>	<b>(699,000)</b>
<b>Contingency and Special Purposes</b>					
818/580033	Reimbursement to Designated Fund	1,079,298.00	1,079,298	488,795	(590,503)
883/580260	Cook County Administration	2,340,767.00	2,340,767	2,340,767	
<b>Contingency and Special Purposes Total</b>		<b>3,420,065.00</b>	<b>3,420,065</b>	<b>2,829,562</b>	<b>(590,503)</b>
<b>Operating Funds Total</b>		<b>18,006,834.32</b>	<b>21,324,354</b>	<b>15,198,394</b>	<b>(6,125,960)</b>

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

Job Code	Title	Grade	2010 Appropriation		Approved & Adopted	
			FTE Pos.	Salaries	FTE Pos.	Salaries
<b>01 Management Information Systems</b>						
<b>01 Information Technology Administration - 5281450</b>						
1128	Electronic Information Direc.	24	1.0	158,504	1.0	158,504
0056	Project Director	22			1.0	77,029
0618	Legal Systems Analyst	22	1.0	76,587		
0050	Administrative Assistant IV	18	1.0	66,275	1.0	67,184
1104	Computer Operator IV	18	1.0	50,373	1.0	50,756
0144	Accountant IV	17	1.0	41,676		
0048	Administrative Assistant III	16	1.0	57,634	1.0	57,671
0047	Administrative Assistant II	14	1.0	34,652	1.0	32,910
4200	Computer Oper I, Sr (Courts)	13	1.0	47,873	1.0	47,874
0046	Administrative Assistant I	12	2.0	91,638	2.0	91,640
1101	Computer Operator I	12	2.0	93,874	2.0	93,876
0907	Clerk V	11	1.0	41,739	1.0	41,740
0955	Data Entry Operator III	11	1.0	40,921	1.0	40,922
4220	Clerk IV, Senior (Courts)	10	2.0	74,243	2.0	74,244
			16.0	\$875,989	15.0	\$834,350
<b>02 Applications - 5280622</b>						
1114	Systems Analyst V	23	1.0	90,742	1.0	90,799
1137	Mgr.- System. Develop.	23	1.0	95,382	1.0	96,773
0566	Assistant Director of Court Records And Files	22	1.0	93,966	1.0	94,315
0415	Recording Division Supervisor	22	1.0	80,508	1.0	80,807
0595	Director of Program Services	22	1.0	86,322	1.0	87,044
0618	Legal Systems Analyst	22	7.0	635,442	1.0	83,367
1108	Programmer IV	22	4.1	418,907	7.5	670,053
5496	Chief Deputy Clerk III	22			1.0	89,884
5499	Methods & Procedure Analysts	22			2.0	189,152
0051	Administrative Assistant V	20	1.0	79,310		1
1107	Programmer III	20	2.0	151,290	2.0	153,585
1112	Systems Analyst III	20	2.0	131,202	2.0	132,479
0145	Accountant V	19	1.0	66,938	1.0	68,289
1104	Computer Operator IV	18	1.0	54,560	1.0	54,845
0144	Accountant IV	17	1.0	55,658	1.0	56,080
0047	Administrative Assistant II	14	1.0	44,913	1.0	45,289
4200	Computer Oper I, Sr (Courts)	13	1.0	47,873	1.0	47,874
0046	Administrative Assistant I	12	2.0	87,651	2.0	87,656
1101	Computer Operator I	12	3.0	119,783	3.0	120,919
0955	Data Entry Operator III	11	1.0	41,739	1.0	41,740
4220	Clerk IV, Senior (Courts)	10	3.0	112,386	3.0	112,388
			35.1	\$2,494,572	34.5	\$2,403,339
<b>03 Network Services - 5281443</b>						
0618	Legal Systems Analyst	22	1.0	80,508		
1053	Project Director III	22			1.0	81,963
0051	Administrative Assistant V	20	1.0	75,077	1.0	76,005
1112	Systems Analyst III	20	1.0	66,605	1.0	67,111
1104	Computer Operator IV	18	1.0	66,275	1.0	66,624
0048	Administrative Assistant III	16	1.0	45,364	1.0	45,365
1118	Data Processing Coordinator	16	6.0	312,380	6.0	307,335
0047	Administrative Assistant II	14	6.0	279,995	6.0	279,637
1102	Computer Operator II	14	1.0	48,162	1.0	48,789
4200	Computer Oper I, Sr (Courts)	13	4.0	196,281	4.0	196,284

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

Job Code	Title	Grade	2010 Appropriation		Approved & Adopted	
			FTE Pos.	Salaries	FTE Pos.	Salaries
0046	Administrative Assistant I	12	1.0	35,528	1.0	36,267
1101	Computer Operator I	12	1.0	40,913	1.0	40,914
0907	Clerk V	11	2.0	81,843	2.0	81,844
0955	Data Entry Operator III	11	2.0	82,661	2.0	82,662
4220	Clerk IV, Senior (Courts)	10	2.0	75,264	2.0	76,288
			30.0	\$1,486,856	30.0	\$1,487,088
04 Data Center Operations - 5280576						
0117	Director of Technical Services	23	1.0	97,304	1.0	97,665
1114	Systems Analyst V	23	1.0	98,280	1.0	98,568
1136	Mgr.- Applica. Progr.	23	1.0	84,200	1.0	84,578
0618	Legal Systems Analyst	22	3.0	232,123		
1108	Programmer IV	22	1.0	88,065	4.0	325,773
1107	Programmer III	20	1.0	77,742	1.0	79,606
0251	Business Manager I	18			1.0	64,115
1104	Computer Operator IV	18	2.0	131,890	2.0	132,229
1130	Computer Librarian	10	1.0	63,681		
0144	Accountant IV	17	1.0	62,112	1.0	62,439
0508	Court Coordinator II	17	1.0	62,112	1.0	62,851
0554	Court Clerk IV	17	1.0	53,214	1.0	54,192
0048	Administrative Assistant III	16	1.0	54,288	1.0	54,786
0584	Traffic Violations Supervisor I	16	2.0	104,956	2.0	105,588
1103	Computer Operator III	16	3.0	163,431	3.0	165,021
0143	Accountant III	15	1.0	40,046	1.0	37,093
4205	Computer Oper II, Sr (Courts)	15	3.0	174,301	3.0	174,303
0047	Administrative Assistant II	14	3.0	147,912	3.0	149,360
1102	Computer Operator II	14	1.0	53,969	1.0	53,970
4200	Computer Oper I, Sr (Courts)	13	5.0	228,015	5.0	228,570
0046	Administrative Assistant I	12	2.0	90,762	2.0	75,083
1101	Computer Operator I	12	8.0	352,245	8.0	351,183
1234	Storekeeper IV	12	1.0	40,853	1.0	33,327
0907	Clerk V	11	1.0	40,921	1.0	40,922
0955	Data Entry Operator III	11	10.0	409,651	9.0	366,926
0967	Tabulating Machine Operator II	10	1.0	37,121	1.0	37,122
4210	Data Entry Oper II, Sr(Courts)	10	2.0	75,264	2.0	75,266
4220	Clerk IV, Senior (Courts)	10	3.0	116,111	3.0	113,410
0906	Clerk IV	09	4.0	131,734	4.0	130,027
0954	Data Entry Operator II	09	1.0	33,244	1.0	33,245
			66.0	\$3,345,547	65.0	\$3,287,218
05 Special Projects - 5281452						
1136	Mgr.- Applica. Progr.	23	1.0	84,200	1.0	84,837
1108	Programmer IV	22	0.7	70,362	0.7	52,097
1112	Systems Analyst III	20	1.0	70,012	1.0	70,910
0050	Administrative Assistant IV	18	1.0	65,615	1.0	65,657
0190	Graphics Technician IV	18	1.0	58,212	1.0	58,654
1103	Computer Operator III	16	1.0	56,496	1.0	56,881
0047	Administrative Assistant II	14	1.0	50,123	1.0	50,909
0906	Clerk IV	09	1.0	31,996	1.0	32,063
			7.7	\$487,016	7.7	\$472,008
<b>Total Salaries and Positions</b>			<b>154.8</b>	<b>\$8,689,980</b>	<b>152.2</b>	<b>\$8,484,003</b>
Turnover Adjustment						(1,559,954)
<b>Operating Funds Total</b>			<b>154.8</b>	<b>\$8,689,980</b>	<b>152.2</b>	<b>\$6,924,049</b>

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

Grade	2010 Appropriation		Approved & Adopted	
	FTE Pos.	Salaries	FTE Pos.	Salaries
24	1.0	158,504	1.0	158,504
23	6.0	550,108	6.0	553,220
22	20.8	1,862,790	21.2	1,831,484
20	9.0	651,238	8.0	579,697
19	1.0	66,938	1.0	68,289
18	8.0	493,200	9.0	560,064
17	5.0	274,772	4.0	235,562
16	15.0	794,549	15.0	792,647
15	4.0	214,347	4.0	211,396
14	14.0	659,726	14.0	660,864
13	11.0	520,042	11.0	520,602
12	22.0	953,247	22.0	930,865
11	18.0	739,475	17.0	696,756
10	14.0	554,070	13.0	488,718
09	6.0	196,974	6.0	195,335
<b>Total Salaries and Positions</b>	<b>154.8</b>	<b>\$8,689,980</b>	<b>152.2</b>	<b>\$8,484,003</b>
Turnover Adjustment				(1,559,954)
<b>Operating Funds Total</b>	<b>154.8</b>	<b>\$8,689,980</b>	<b>152.2</b>	<b>\$6,924,049</b>

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.

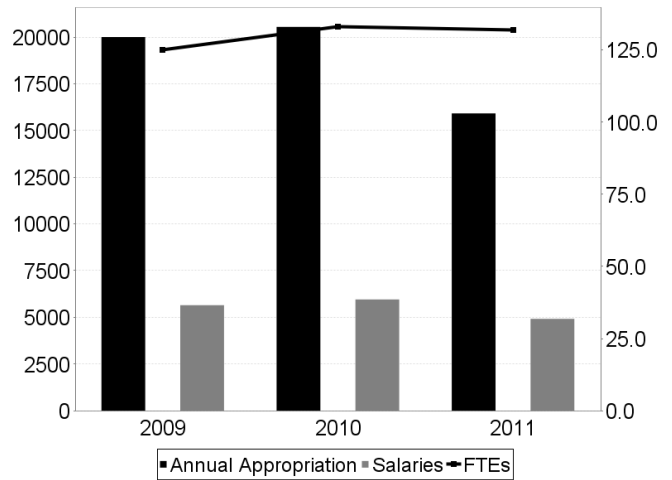
Goals and Objectives

- The Clerk of the Circuit Court Document Storage Fund is utilized 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 preservation of public records. The Clerk's Comptroller's Office keeps track of the Document Storage Fund revenue collected and disbursed pursuant to the State of Illinois Statute.

Fund Category	Appropriations (\$ thousands)		
	2009 Adopted	2010 Adopted	2011 Approved and Adopted
General	20,002.1	20,545.8	15,915.4
Total	20,002.1	20,545.8	15,915.4
	Adopted	Adopted	Adopted
FTE Positions	125.0	133.0	132.0



Major Accomplishments

- Substantial progress toward fully automating the two pilot divisions Law and County.
- File jackets were standardized reducing printing costs as a value-added benefit.
- A federal grant was procured and is in use toward the completion of indexing and microfilming of naturalization records created between 1906 and 1929.
- In the process of completing the implementation of a fully integrated Court Records Imaging and Electronic Documentation Management System.
- Creation of a Record Keeping Manual to document, prescribe/proscribe acceptable record-keeping practices for Circuit Court records.

Key Initiatives

- Continue with the 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 foster partnerships in automation between Illinois Integrated Justice Information System and Cook County Integrated Criminal Justice Information Systems.
- Continue to use new grants towards the completion of indexing and microfilming of naturalization records.

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENT 529 - CLERK OF THE CIRCUIT COURT DOCUMENT STORAGE FUND

Account	2010 Expenditures	2010 Adjusted Appropriation	Approved & Adopted	Difference	
<b>Personal Services</b>					
110/501010	Salaries and Wages of Regular Employees	5,692,868.34	5,953,877	4,917,285	(1,036,592)
120/501210	Overtime Compensation	182,996.94	650,000	300,000	(350,000)
129/501300	Salaries and Wages of Seasonal Work Employees	440,681.49	449,982	415,440	(34,542)
136/501400	Differential Pay	1,735.69	1,800	3,000	1,200
170/501510	Mandatory Medicare Costs	83,615.54	82,152	87,018	4,866
174/501570	Pension			648,002	648,002
175/501590	Life Insurance Program	16,778.32	21,269	21,626	357
176/501610	Health Insurance	1,413,669.94	1,534,012	1,627,273	93,261
177/501640	Dental Insurance Plan	32,814.33	44,724	41,202	(3,522)
179/501690	Vision Care Insurance	11,963.77	15,600	14,760	(840)
183/501770	Seminars for Professional Employees		4,000	2,500	(1,500)
185/501810	Professional and Technical Membership Fees	3,175.00	5,000	3,000	(2,000)
186/501860	Training Programs for Staff Personnel	2,442.07	30,000	5,000	(25,000)
190/501970	Transportation and Other Travel Expenses for Employees	1,507.00	15,000	5,000	(10,000)
<b>Personal Services Total</b>		<b>7,884,248.43</b>	<b>8,807,416</b>	<b>8,091,106</b>	<b>(716,310)</b>
<b>Contractual Services</b>					
225/520260	Postage	10,000.00	20,000	40,000	20,000
240/520490	Printing and Publishing	726,671.68	930,000	947,676	17,676
260/520830	Professional and Managerial Services	6,991.62	986,000	460,000	(526,000)
261/520890	Legal Fees Regarding Labor Matters	13,135.00	50,000	10,000	(40,000)
<b>Contractual Services Total</b>		<b>756,798.30</b>	<b>1,986,000</b>	<b>1,457,676</b>	<b>(528,324)</b>
<b>Supplies and Materials</b>					
320/530100	Wearing Apparel	10,921.70	50,000	26,451	(23,549)
350/530600	Office Supplies	66,120.05	136,400	50,000	(86,400)
353/530640	Books, Periodicals, Publications, Archives and Data Services	397.50	5,000	2,000	(3,000)
355/530700	Photographic and Reproduction Supplies	38,213.84	50,000	55,000	5,000
388/531650	Computer Operation Supplies	30,613.46	50,000	400,000	350,000
<b>Supplies and Materials Total</b>		<b>146,266.55</b>	<b>291,400</b>	<b>533,451</b>	<b>242,051</b>
<b>Operations and Maintenance</b>					
440/540130	Maintenance and Repair of Office Equipment	5,622.84	25,000	20,000	(5,000)
441/540170	Maintenance and Repair of Data Processing Equipment and Software	31,280.58	200,000	140,000	(60,000)
444/540250	Maintenance and Repair of Automotive Equipment	30,400.80	40,000	40,000	
445/540290	Operation of Automotive Equipment	36,188.94	45,000	45,000	
449/540310	Op., Maint. and Repair of Institutional Equipment	15,504.46	15,000	21,243	6,243
<b>Operations and Maintenance Total</b>		<b>118,997.62</b>	<b>325,000</b>	<b>266,243</b>	<b>(58,757)</b>
<b>Capital Equipment and Improvements</b>					
521/560420	Institutional Equipment	21,650.00	885,200		(885,200)
530/560510	Office Furnishings and Equipment	48,300.00	4,061,000		(4,061,000)
549/560610	Vehicle Purchase	146.00	135,000		(135,000)
579/560450	Computer Equipment	91,003.50	102,001		(102,001)
<b>Capital Equipment and Improvements Total</b>		<b>161,099.50</b>	<b>5,183,201</b>		<b>(5,183,201)</b>
<b>Rental and Leasing</b>					
630/550010	Rental of Office Equipment			190,000	190,000
660/550130	Rental of Facilities	867,663.39	918,772	802,840	(115,932)
<b>Rental and Leasing Total</b>		<b>867,663.39</b>	<b>918,772</b>	<b>992,840</b>	<b>74,068</b>
<b>Contingency and Special Purposes</b>					
818/580033	Reimbursement to Designated Fund	1,061,591.00	1,061,591	2,601,613	1,540,022
883/580260	Cook County Administration	1,972,470.00	1,972,470	1,972,470	

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENT 529 - CLERK OF THE CIRCUIT COURT DOCUMENT STORAGE FUND

Account	2010 Expenditures	2010 Adjusted Appropriation	Approved & Adopted	Difference
Contingency and Special Purposes Total	3,034,061.00	3,034,061	4,574,083	1,540,022
Operating Funds Total	12,969,134.79	20,545,850	15,915,399	(4,630,451)
<u>(717) New/Replacement Capital Equipment - 71700529</u>				
521/560420 Institutional Equipment			80,040	80,040
530/560510 Office Furnishings and Equipment			468,530	468,530
549/560610 Vehicle Purchase			207,446	207,446
579/560450 Computer Equipment			225,000	225,000
			981,016	981,016
Total Capital Equipment Request Total			981,016	981,016

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	2010 Appropriation		Approved & Adopted	
			FTE Pos.	Salaries	FTE Pos.	Salaries
<b>01 Records Management</b>						
<b>01 Record Center Administration - 5290567</b>						
0134	Financial Control Officer	24	1.0	110,000	1.0	110,000
0051	Administrative Assistant V	20	1.0	63,681	1.0	64,016
0577	Criminal Records & Filing Supervisor II	20	1.0	54,288	1.0	55,383
0050	Administrative Assistant IV	18	3.0	189,377	3.0	188,940
0555	Court Clerk V	18	1.0	61,803	1.0	62,761
1104	Computer Operator IV	18	1.0	57,634	1.0	58,798
0554	Court Clerk IV	17	3.0	163,485	3.0	164,678
0048	Administrative Assistant III	16	4.0	215,652	4.0	218,706
0584	Traffic Violations Supervisor I	16	1.0	51,646	1.0	52,511
0553	Court Clerk III	16	1.0	57,634	1.0	58,072
4092	Court Clerk II Senior (Courts)	15	1.0	41,263	1.0	41,264
0047	Administrative Assistant II	14	3.0	145,570	3.0	146,033
0046	Administrative Assistant I	12	2.0	91,638	2.0	91,640
1023	Warehouse Records Clerk III	12	1.0	43,825	1.0	44,702
1101	Computer Operator I	12	1.0	32,156	1.0	32,324
1022	Warehouse Records Clerk II	11	1.0	41,739	1.0	41,740
4215	Warehouse Records Clerk I, Sr.	10	1.0	34,656	1.0	34,657
4220	Clerk IV, Senior (Courts)	10	4.0	151,550	4.0	151,554
0906	Clerk IV	09	1.0	30,588	1.0	31,412
1021	Warehouse Records Clerk I	09	1.0	34,656	1.0	34,657
			33.0	\$1,672,841	33.0	\$1,683,848
<b>02 Record Center - Data Administration - 5290568</b>						
0618	Legal Systems Analyst	22	1.0	95,858		
5496	Chief Deputy Clerk III	22			1.0	97,347
			1.0	\$95,858	1.0	\$97,347
<b>03 Record Center Operations - 5290569</b>						
0529	Chief Deputy Clerk of The Circuit Court	23	1.0	80,508	1.0	81,541
0293	Administrative Analyst III	21	1.0	66,605	1.0	67,111
0548	Deputy Clerk of The Circuit Court	20	1.0	71,780	1.0	73,227
0577	Criminal Records & Filing Supervisor II	20	1.0	75,077	1.0	75,646
0508	Court Coordinator II	17	1.0	58,504	1.0	58,541
0048	Administrative Assistant III	16	3.0	143,461	3.0	145,760
0143	Accountant III	15	1.0	39,060	1.0	39,847
0047	Administrative Assistant II	14	2.0	91,386	2.0	92,620
4225	Warehouse Records Clerk IV	13	7.0	294,161	7.0	295,401
0046	Administrative Assistant I	12	2.0	90,762	2.0	90,766
1023	Warehouse Records Clerk III	12	7.0	312,033	7.0	313,214
0907	Clerk V	11	5.0	206,244	5.0	206,246
1022	Warehouse Records Clerk II	11	6.0	245,531	6.0	245,532
0967	Tabulating Machine Operator II	10	1.0	38,143	1.0	38,144
4215	Warehouse Records Clerk I, Sr.	10	3.0	114,429	3.0	114,432
4220	Clerk IV, Senior (Courts)	10	2.0	78,994	2.0	78,996
0906	Clerk IV	09	8.0	275,843	8.0	277,562
0993	Photo Machine Operator III	09	1.0	28,144	1.0	28,440
1021	Warehouse Records Clerk I	09	3.0	103,970	3.0	104,514
			56.0	\$2,414,635	56.0	\$2,427,540
<b>03 Micrographic Division</b>						
<b>01 Archives - 5290578</b>						
1112	Systems Analyst III	20	1.0	76,970	1.0	77,137

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	2010 Appropriation		Approved & Adopted	
			FTE Pos.	Salaries	FTE Pos.	Salaries
0555	Court Clerk V	18	1.0	63,365	1.0	63,797
0048	Administrative Assistant III	16	1.0	48,403	1.0	49,252
4220	Clerk IV, Senior (Courts)	10	1.0	38,143	1.0	38,144
0906	Clerk IV	09	4.0	135,803	4.0	130,532
			8.0	\$362,684	8.0	\$358,862
02 Micrographic Division - 5290571						
0415	Recording Division Supervisor	22	1.0	90,742	1.0	90,799
0051	Administrative Assistant V	20	1.0	66,605	1.0	67,335
0047	Administrative Assistant II	14	4.0	187,008	4.0	189,149
0046	Administrative Assistant I	12	6.0	240,762	6.0	241,109
0141	Accountant I	11	1.0	40,921	1.0	40,922
0907	Clerk V	11	11.0	424,686	11.0	422,403
4220	Clerk IV, Senior (Courts)	10	3.0	111,365	2.0	74,245
0906	Clerk IV	09	8.0	271,606	8.0	265,832
			35.0	\$1,433,695	34.0	\$1,391,794
<b>Total Salaries and Positions</b>			<b>133.0</b>	<b>\$5,979,713</b>	<b>132.0</b>	<b>\$5,959,391</b>
Turnover Adjustment						(1,042,106)
<b>Operating Funds Total</b>			<b>133.0</b>	<b>\$5,979,713</b>	<b>132.0</b>	<b>\$4,917,285</b>

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

Grade	2010 Appropriation		Approved & Adopted	
	FTE Pos.	Salaries	FTE Pos.	Salaries
24	1.0	110,000	1.0	110,000
23	1.0	80,508	1.0	81,541
22	2.0	186,600	2.0	188,146
21	1.0	66,605	1.0	67,111
20	6.0	408,401	6.0	412,744
18	6.0	372,179	6.0	374,296
17	4.0	221,989	4.0	223,219
16	10.0	516,796	10.0	524,301
15	2.0	80,323	2.0	81,111
14	9.0	423,964	9.0	427,802
13	7.0	294,161	7.0	295,401
12	19.0	811,176	19.0	813,755
11	24.0	959,121	24.0	956,843
10	15.0	567,280	14.0	530,172
09	26.0	880,610	26.0	872,949
<b>Total Salaries and Positions</b>	<b>133.0</b>	<b>\$5,979,713</b>	<b>132.0</b>	<b>\$5,959,391</b>
Turnover Adjustment				(1,042,106)
<b>Operating Funds Total</b>	<b>133.0</b>	<b>\$5,979,713</b>	<b>132.0</b>	<b>\$4,917,285</b>

**DEPARTMENT OVERVIEW**

**567 CLERK OF THE CIRCUIT COURT ADMINISTRATIVE FUND**

**Department Mission**

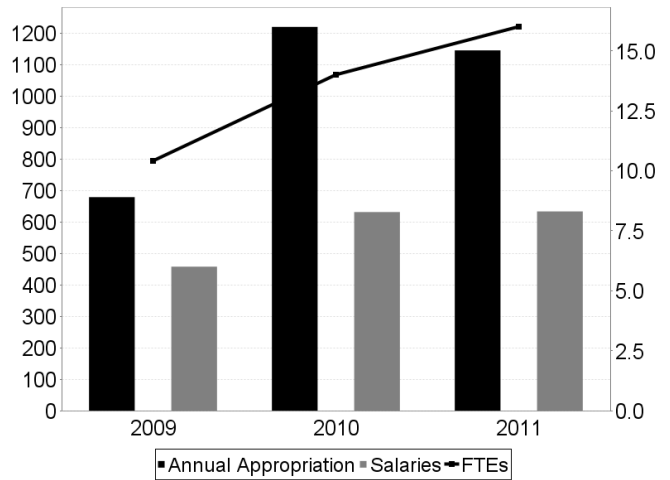
It is the mission of the Office of the Clerk of the Circuit Court of Cook County to serve the citizens of Cook County and the participants in the judicial system in an efficient, effective and ethical manner. All services, information and court records will be provided with courtesy and cost efficiency.

**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 and 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, 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).



**Major Accomplishments**

- Implemented payment of traffic fines via the Internet.
- Implemented the payment of fines and costs via Electronic Debit.
- Implemented the transfer of funds via ACH to the County.
- Implemented Bill Bond refunds to attorneys via Electronic Transfer.
- Implemented the Remote Deposit of funds collected by the Clerk’s Office.

**Key Initiatives**

- Continue to review operations for cost-savings initiatives.

Appropriations (\$ thousands)			
Fund Category	2009 Adopted	2010 Adopted	2011 Approved and Adopted
General	678.7	1,219.7	1,145.1
Total	678.7	1,219.7	1,145.1
	Adopted	Adopted	Adopted
FTE Positions	10.4	14.0	16.0

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

Account	2010 Expenditures	2010 Adjusted Appropriation	Approved & Adopted	Difference	
<b>Personal Services</b>					
110/501010	Salaries and Wages of Regular Employees	609,371.61	631,258	633,265	2,007
120/501210	Overtime Compensation	3,321.01			
170/501510	Mandatory Medicare Costs	7,707.91	9,160	10,190	1,030
174/501570	Pension			82,894	82,894
175/501590	Life Insurance Program	1,767.17	2,275	2,538	263
176/501610	Health Insurance	191,091.64	165,940	212,604	46,664
177/501640	Dental Insurance Plan	5,235.14	4,806	5,271	465
179/501690	Vision Care Insurance	1,859.10	1,656	1,891	235
183/501770	Seminars for Professional Employees		500	250	(250)
185/501810	Professional and Technical Membership Fees	150.00	500	250	(250)
186/501860	Training Programs for Staff Personnel	1,635.40	3,000	2,000	(1,000)
190/501970	Transportation and Other Travel Expenses for Employees		2,000	1,000	(1,000)
<b>Personal Services Total</b>		<b>822,138.98</b>	<b>821,095</b>	<b>952,153</b>	<b>131,058</b>
<b>Contractual Services</b>					
225/520260	Postage	10,000.00	50,000	11,830	(38,170)
<b>Contractual Services Total</b>		<b>10,000.00</b>	<b>50,000</b>	<b>11,830</b>	<b>(38,170)</b>
<b>Supplies and Materials</b>					
350/530600	Office Supplies	1,808.44	2,000	5,000	3,000
<b>Supplies and Materials Total</b>		<b>1,808.44</b>	<b>2,000</b>	<b>5,000</b>	<b>3,000</b>
<b>Operations and Maintenance</b>					
440/540130	Maintenance and Repair of Office Equipment	49,274.63	52,000	54,000	2,000
<b>Operations and Maintenance Total</b>		<b>49,274.63</b>	<b>52,000</b>	<b>54,000</b>	<b>2,000</b>
<b>Rental and Leasing</b>					
630/550010	Rental of Office Equipment	13,097.80	15,000	17,423	2,423
<b>Rental and Leasing Total</b>		<b>13,097.80</b>	<b>15,000</b>	<b>17,423</b>	<b>2,423</b>
<b>Contingency and Special Purposes</b>					
818/580033	Reimbursement to Designated Fund	174,905.00	174,905		(174,905)
883/580260	Cook County Administration	104,662.00	104,662	104,662	
<b>Contingency and Special Purposes Total</b>		<b>279,567.00</b>	<b>279,567</b>	<b>104,662</b>	<b>(174,905)</b>
<b>Operating Funds Total</b>		<b>1,175,886.85</b>	<b>1,219,662</b>	<b>1,145,068</b>	<b>(74,594)</b>

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

Job Code	Title	Grade	2010 Appropriation		Approved & Adopted	
			FTE Pos.	Salaries	FTE Pos.	Salaries
01 Clerk of the Circuit Court Administrative Fund						
01 Administration - 5670101						
0145	Accountant V	19	3.0	198,949	3.0	176,669
0144	Accountant IV	17	2.0	106,140	3.0	145,701
0231	Cashier Division Supervisor II	16	1.0	38,866	1.0	39,191
0143	Accountant III	15	3.0	130,559	3.0	131,597
0230	Cashier Division Supervisor I	14	3.0	109,855	3.0	110,714
0173	Bookkeeper III	11	1.0	40,921	1.0	28,145
0227	Cashier II	10	1.0	38,143	1.0	38,144
0226	Cashier I	09			1.0	31,889
			14.0	\$663,433	16.0	\$702,050
<b>Total Salaries and Positions</b>			<b>14.0</b>	<b>\$663,433</b>	<b>16.0</b>	<b>\$702,050</b>
Turnover Adjustment						(68,785)
<b>Operating Funds Total</b>			<b>14.0</b>	<b>\$663,433</b>	<b>16.0</b>	<b>\$633,265</b>

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

Grade	2010 Appropriation		Approved & Adopted	
	FTE Pos.	Salaries	FTE Pos.	Salaries
19	3.0	198,949	3.0	176,669
17	2.0	106,140	3.0	145,701
16	1.0	38,866	1.0	39,191
15	3.0	130,559	3.0	131,597
14	3.0	109,855	3.0	110,714
11	1.0	40,921	1.0	28,145
10	1.0	38,143	1.0	38,144
09			1.0	31,889
<b>Total Salaries and Positions</b>	<b>14.0</b>	<b>\$663,433</b>	<b>16.0</b>	<b>\$702,050</b>
Turnover Adjustment				(68,785)
<b>Operating Funds Total</b>	<b>14.0</b>	<b>\$663,433</b>	<b>16.0</b>	<b>\$633,265</b>

## DEPARTMENT OVERVIEW

### 580 CLERK OF THE CIRCUIT COURT ELECTRONIC CITATION 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.

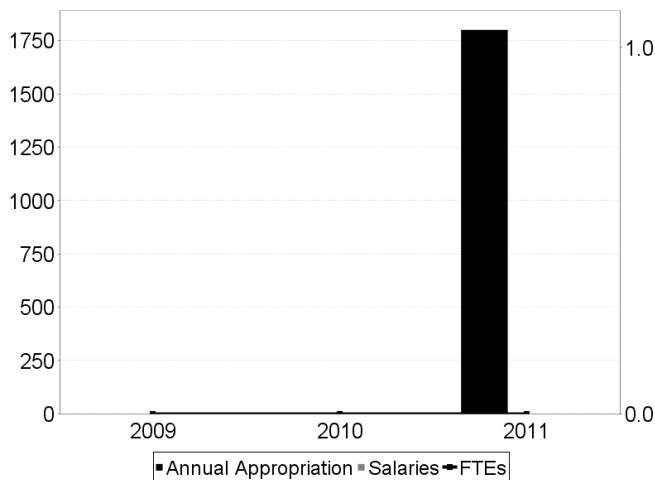
#### Goals and Objectives

- 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 and 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. Per Illinois Statute, "The Circuit Court Clerk shall be the custodian, ex officio, of the Circuit Court Clerk Electronic Citation Fund and shall use the Fund to perform the duties required by the office for establishing and maintaining electronic citations." (705 ILCS 105/27.3e). The Clerk of the Circuit Court Electronic Citation Fund is used to defray the expense incurred by the Office in performing its required duties of establishing and maintaining electronic citations in any traffic, misdemeanor, municipal ordinance, or conservation case upon a judgment of guilty or grant of supervision.

Appropriations (\$ thousands)			
Fund Category	2009 Adopted	2010 Adopted	2011 Approved and Adopted
General	0	0	1,800.0
Total	0	0	1,800.0
	Adopted	Adopted	Adopted
FTE Positions	0	0	0



DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENT 580 - CLERK OF THE CIRCUIT COURT ELECTRONIC CITATION FUND

Account	2010 Expenditures	2010 Adjusted Appropriation	Approved & Adopted	Difference
Contingency and Special Purposes				
818/580033	Reimbursement to Designated Fund		1,800,000	1,800,000
Contingency and Special Purposes Total			1,800,000	1,800,000
Operating Funds Total			1,800,000	1,800,000

