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BUREAU SUMMARY
 CLERK OF THE CIRCUIT COURT

SUMMARY OF APPROPRIATIONS

Department and Title	Expenditures Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Public Safety Fund					
335 - Clerk of the Circuit Court - Office of the Clerk	62,446,251.15	72,362,031	73,924,011	72,453,364	91,333
Public Safety Fund Total	62,446,251.15	72,362,031	73,924,011	72,453,364	91,333
General Fund Total	62,446,251.15	72,362,031	73,924,011	72,453,364	91,333
Special Purpose Funds					
528 - Clerk of the Circuit Court Automation Fund	11,890,249.57	15,259,269	11,275,796	13,021,447	(2,237,822)
529 - Clerk of the Circuit Court Document Storage Fund	11,355,745.76	15,915,400	13,536,324	15,846,600	(68,800)
567 - Clerk of the Circuit Court Administrative Fund	906,210.55	1,145,069	792,006	889,018	(256,051)
580 - Clerk of the Circuit Court Electronic Citation Fund		1,800,000	600,000	600,000	(1,200,000)
Special Purpose Funds Total	24,152,205.88	34,119,738	26,204,126	30,357,065	(3,762,673)
Special Purpose Fund Total	24,152,205.88	34,119,738	26,204,126	30,357,065	(3,762,673)
Restricted					
741 - Clerk of the Circuit Court Disposition Reporting			162,000	162,000	162,000
779 - Clerk of the Circuit Court Child Support Enforcement			7,247,507	7,247,507	7,247,507
Restricted Total			7,409,507	7,409,507	7,409,507
Grants Fund Total			7,409,507	7,409,507	7,409,507
Total Appropriations	86,598,457.03	106,481,769	107,537,644	110,219,936	3,738,167

SUMMARY OF POSITIONS

Department and Title	2011 Approved Positions	Department Request	President's Recommendation	Difference
Public Safety Fund				
335 - Clerk of the Circuit Court - Office of the Clerk	1,719.9	1,725.2	1,536.2	(183.7)
Public Safety Fund Total	1,719.9	1,725.2	1,536.2	(183.7)
General Fund Total	1,719.9	1,725.2	1,536.2	(183.7)
Special Purpose Funds				
528 - Clerk of the Circuit Court Automation Fund	152.2	103.2	135.2	(17.0)
529 - Clerk of the Circuit Court Document Storage Fund	132.0	128.0	118.0	(14.0)
567 - Clerk of the Circuit Court Administrative Fund	16.0	11.0	11.0	(5.0)
Special Purpose Funds Total	300.2	242.2	264.2	(36.0)
Special Purpose Fund Total	300.2	242.2	264.2	(36.0)
Restricted				
779 - Clerk of the Circuit Court Child Support Enforcement		99.0	99.0	99.0
Restricted Total		99.0	99.0	99.0
Grants Fund Total		99.0	99.0	99.0
Total Positions	2,020.1	2,066.4	1,899.4	(120.7)

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
 CLERK OF THE CIRCUIT COURT

Account	2011 Expend. Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
110/501010 Salaries and Wages of Regular Employees	60,723,416.57	70,864,624	69,327,197	67,167,101	(3,697,523)
120/501210 Overtime Compensation	517,076.03	350,000	350,000	350,000	
136/501400 Differential Pay	13,369.55	20,000	20,000	20,000	
170/501510 Mandatory Medicare Costs	33,461.48				
172/501540 Workers' Compensation				689,449	689,449
183/501770 Seminars for Professional Employees	7,505.70	8,500	8,500	8,500	
185/501810 Professional and Technical Membership Fees	4,404.50	4,850	4,850	4,850	
186/501860 Training Programs for Staff Personnel	13,290.85	18,401	21,900	21,900	3,499
190/501970 Transportation and Other Travel Expenses for Employees	16,026.18	26,384	26,384	26,384	
Personal Services Total	61,328,550.86	71,292,759	69,758,831	68,288,184	(3,004,575)
Contractual Services					
214/520030 Armored Car Service	27,792.00	63,140	65,000	65,000	1,860
220/520150 Communication Services			27,750	27,750	27,750
225/520260 Postage	421,000.00	542,159	652,524	652,524	110,365
228/520280 Delivery Services	85.09	480	500	500	20
240/520490 External Graphics and Reproduction Services	44,666.50	492,914	490,150	490,150	(2,764)
241/520491 Internal Graphics and Reproduction Services			73,850	73,850	73,850
245/520610 Advertising For Specific Purposes	262,929.48	315,388	322,000	322,000	6,612
250/520730 Premiums on Fidelity, Surety Bonds and Public Liability	23,328.00	23,328	24,000	24,000	672
261/520890 Legal Fees Regarding Labor Matters	38,861.50	79,448	100,000	100,000	20,552
268/521030 Court Reporting, Stenographic, Transcribing, or Interpreter Services	58,695.80	64,606	60,000	60,000	(4,606)
Contractual Services Total	877,358.37	1,581,463	1,815,774	1,815,774	234,311
Supplies and Materials					
350/530600 Office Supplies	169,387.62	329,659	340,000	340,000	10,341
353/530640 Books, Periodicals, Publications, Archives and Data Services	12,651.24	25,794	19,100	19,100	(6,694)
353/530675 County Wide Lexis-Nexis Contract			10,577	10,577	10,577
Supplies and Materials Total	182,038.86	355,453	369,677	369,677	14,224
Operations and Maintenance					
440/540130 Maintenance and Repair of Office Equipment	49,348.26	123,958	128,200	128,200	4,242
441/540172 County Wide Contract for Maintenance of Data Processing Equipment			393,884	393,884	393,884
444/540250 Maintenance and Repair of Automotive Equipment	979.83	997	8,000	8,000	7,003
445/540290 Operation of Automotive Equipment	871.73	1,940	8,000	8,000	6,060
449/540310 Op., Maint. and Repair of Institutional Equipment	11,792.12	11,990	16,300	16,300	4,310
470/540390 Operating Costs for the Richard J. Daley Center	2,058,600.06	2,687,617	2,257,598	2,257,598	(430,019)
Operations and Maintenance Total	2,121,592.00	2,826,502	2,811,982	2,811,982	(14,520)
Rental and Leasing					
630/550010 Rental of Office Equipment	236,117.06	247,313	15,735	15,735	(231,578)
630/550018 County Wide Canon Photocopier Lease			260,407	260,407	260,407
660/550130 Rental of Facilities	1,600.00	22,160	18,000	18,000	(4,160)
Rental and Leasing Total	237,717.06	269,473	294,142	294,142	24,669
Contingency and Special Purposes					
814/580380 Appropriation Adjustments	(2,301,006.00)	(3,068,008)	(526,395)	(526,395)	2,541,613
819/580420 Appropriation Transfer for Corporate Fund/Reimbursement from Designated Fund		(895,611)	(600,000)	(600,000)	295,611
Contingency and Special Purposes Total	(2,301,006.00)	(3,963,619)	(1,126,395)	(1,126,395)	2,837,224

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
 CLERK OF THE CIRCUIT COURT

Account	2011 Expend. Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Operating Funds Total	62,446,251.15	72,362,031	73,924,011	72,453,364	91,333
<u>(715) Major Capital Equipment - Long Term Projects</u>					
579/560450 Computer Equipment	2,600,000.00				
	2,600,000.00				
<u>(717) New/Replacement Capital Equipment</u>					
521/560420 Institutional Equipment		23,239	5,250	2,250	(20,989)
530/560510 Office Furnishings and Equipment	345,531.67	119,264	137,002	68,495	(50,769)
549/560610 Vehicle Purchase	49,940.65		23,000	26,000	26,000
570/560440 Telecommunications Equipment		6,300			(6,300)
579/560450 Computer Equipment	1,100,000.00				
	1,495,472.32	148,803	165,252	96,745	(52,058)
Total Capital Equipment Request Total	4,095,472.32	148,803	165,252	96,745	(52,058)

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

Account	2011 Expend. Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
110/501010 Salaries and Wages of Regular Employees	11,744,074.14	12,542,006	10,980,110	12,396,884	(145,122)
120/501210 Overtime Compensation	85,255.06	883,716	75,000	75,000	(808,716)
129/501300 Salaries and Wages of Seasonal Work Employees	(3,222.32)	3,222			(3,222)
136/501400 Differential Pay	12,258.93	16,000	16,000	16,000	
170/501510 Mandatory Medicare Costs	156,785.32	224,522	178,927	178,927	(45,595)
174/501570 Pension	985,322.00	1,689,124	1,612,846	1,612,846	(76,278)
175/501590 Life Insurance Program	26,480.06	55,768	28,574	28,574	(27,194)
176/501610 Health Insurance	2,771,486.77	3,725,441	3,107,628	3,107,628	(617,813)
177/501640 Dental Insurance Plan	64,459.87	100,567	80,461	80,461	(20,106)
179/501690 Vision Care Insurance	26,562.04	33,771	26,971	26,971	(6,800)
183/501770 Seminars for Professional Employees	1,850.00	7,750	6,250	6,250	(1,500)
185/501810 Professional and Technical Membership Fees	2,875.00	4,250	4,250	4,250	
186/501860 Training Programs for Staff Personnel	7,313.63	27,000	21,000	21,000	(6,000)
190/501970 Transportation and Other Travel Expenses for Employees	3,309.78	11,000	9,000	9,000	(2,000)
Personal Services Total	15,884,810.28	19,324,137	16,147,017	17,563,791	(1,760,346)
Contractual Services					
225/520260 Postage	61,830.00	61,830	55,000	55,000	(6,830)
240/520490 External Graphics and Reproduction Services	672,300.39	947,676	947,676	947,676	
260/520830 Professional and Managerial Services	498,362.47	760,000	392,469	392,469	(367,531)
261/520890 Legal Fees Regarding Labor Matters		25,000	25,000	25,000	
Contractual Services Total	1,232,492.86	1,794,506	1,420,145	1,420,145	(374,361)
Supplies and Materials					
320/530100 Wearing Apparel	5,440.50	26,451	5,000	5,000	(21,451)
350/530600 Office Supplies	48,816.26	75,755	77,000	77,000	1,245
353/530640 Books, Periodicals, Publications, Archives and Data Services	643.09	4,500	10,500	10,500	6,000
355/530700 Photographic and Reproduction Supplies	3,481.23	55,000	55,000	55,000	
388/531650 Computer Operation Supplies	54,538.23	530,000	600,000	600,000	70,000
Supplies and Materials Total	112,919.31	691,706	747,500	747,500	55,794
Operations and Maintenance					
440/540130 Maintenance and Repair of Office Equipment	49,380.18	124,000	124,000	124,000	
441/540170 Maintenance and Repair of Data Processing Equipment and Software	844,586.65	1,039,574	775,000	775,000	(264,574)
444/540250 Maintenance and Repair of Automotive Equipment	6,091.26	44,115	30,000	30,000	(14,115)
445/540290 Operation of Automotive Equipment	38,005.84	45,000	50,000	50,000	5,000
449/540310 Op., Maint. and Repair of Institutional Equipment	11,476.00	27,128	24,000	24,000	(3,128)
Operations and Maintenance Total	949,539.93	1,279,817	1,003,000	1,003,000	(276,817)
Capital Equipment and Improvements					
521/560420 Institutional Equipment	13,850.00				
579/560450 Computer Equipment	(314,909.01)	395,000			(395,000)
599/567510 Reimbursement for Capital Equipment			75,260	75,260	75,260
Capital Equipment and Improvements Total	(301,059.01)	395,000	75,260	75,260	(319,740)
Rental and Leasing					
630/550010 Rental of Office Equipment	118,797.33	517,423	556,500	556,500	39,077
660/550130 Rental of Facilities	517,873.40	808,840	768,440	768,440	(40,400)
Rental and Leasing Total	636,670.73	1,326,263	1,324,940	1,324,940	(1,323)
Contingency and Special Purposes					
818/580033 Reimbursement to Designated Fund	2,323,406.00	4,890,408	1,136,395	1,136,395	(3,754,013)

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

Account	2011 Expend. Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
883/580260 Cook County Administration	3,313,425.78	4,417,901	4,349,869	7,086,034	2,668,133
Contingency and Special Purposes Total	5,636,831.78	9,308,309	5,486,264	8,222,429	(1,085,880)
Operating Funds Total	24,152,205.88	34,119,738	26,204,126	30,357,065	(3,762,673)
(717) New/Replacement Capital Equipment					
521/560420 Institutional Equipment		60,000			(60,000)
530/560510 Office Furnishings and Equipment		460,000	468,530	460,265	265
549/560610 Vehicle Purchase		130,046	77,400	36,000	(94,046)
579/560450 Computer Equipment		225,000	757,000	757,000	532,000
		875,046	1,302,930	1,253,265	378,219
Total Capital Equipment Request Total		875,046	1,302,930	1,253,265	378,219

DEPARTMENT OVERVIEW

335 CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

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.

Mandates and Key Activities

- The Clerk's Office services more than 400 judges who hear traffic, civil, criminal, juvenile, and all other types of cases originating in Chicago and Suburban Cook County.
- The Clerk's Office, on an annual basis, accepts approximately 1.6 million new cases, staffs over 5 million court hearings, handles approximately 6 million public inquiries, processes 20 million case activities, and manages over 70 linear miles of files.
- 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.
- The Clerk's Office is mandated by 270 Fine and Fee Statutes to collect and disburse all filing fees and fines for the Circuit Court (705 ILCS 105/27.2A) and is governed by the Illinois Clerks of Court Act (705 ILCS 105).
- The Clerk's Office continues to review operations for cost savings initiatives.
- The Clerk's Office continues to develop and improve management techniques and financial accountability for improved revenue generation.
- The Clerk's Office enhanced the adoption of e-filing by the court users, including attorneys and self-represented litigants.
- The Clerk's Office deploys electronic tools, such as document imaging, to increase employee effectiveness and efficiency, and improve service to customers.
- The Clerk's Office continues to foster partnerships in automation between Illinois Integrated Justice Information System Implementation Board, and the Cook County Integrated Criminal Justice Information Systems Committee.

Discussion of 2011 Activities and 2012 Initiatives

In 2011, the Clerk of the Circuit Court expanded and improved e-Filing pilot for commercial litigation cases in the Law Division and is in the process of expanding it into other areas of law.

The Clerk's Office has continued to work with two private sector collection firms to assist with the collection of delinquent accounts receivable on a no-cost basis.

Microsoft Forefront Anti-Virus Server has been introduced to better protect hardware and software in the Clerk's Office.

The Clerk's Office is in the process of implementing the Online Traffic Ticket System (OTTS) and Electronic Warrants Projects.

The Office has continued successful expansion/widespread use of and upgrade of Global Filing across Cook County.

Microsoft Lync Server has been introduced for improved web conferencing communication.

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 has been evident.

The Clerk's Office has continued to aggressively pursue opportunities to increase revenue and reduce operating costs for Cook County in an economy fraught with challenges.

The Eighth Expungement and Education Summit was successfully conducted to enable eligible County residents to expunge their records or obtain relevant information.

The Office of the Clerk of the Circuit Court is in the process of completing the implementation of a fully integrated Court Records Imaging and Document Management System (IDMS).

Accpac Accounting System has been introduced to the Financial Planning & Control Unit (Budget and Procurement Departments) to enhance record keeping and financial integrity.

The Clerk's Office continues to work with Illinois Department of Revenue to collect unpaid Child Support Fees via intercept of State tax refunds.

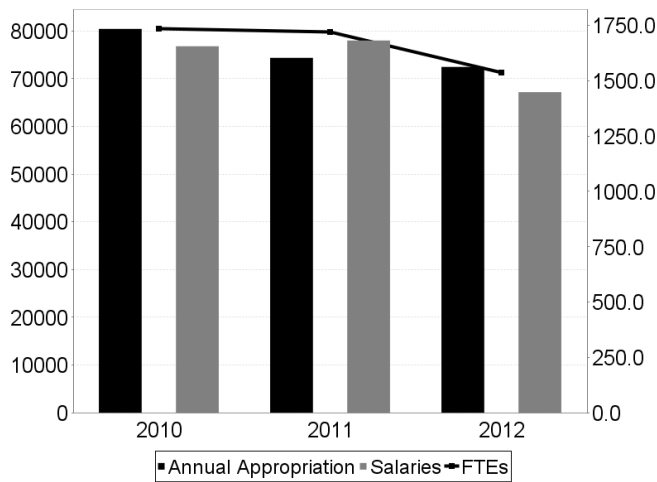
The Clerk's Office has continued to work with credit card vendors by allowing offenders to pay bond via credit card to help reduce jail overcrowding.

Progress has been made in developing and improving management techniques and financial accountability for revenue enhancement.

Fund Category	Appropriations (\$ thousands)		
	2010 Adopted	2011 Adopted	2012 Recommended
General	80,419.1	74,354.0	72,453.4
Total	80,419.1	74,354.0	72,453.4
	Adopted	Adopted	Recommended
FTE Positions	1,734.2	1,719.9	1,536.2

DEPARTMENT OVERVIEW

335 CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK



S.T.A.R. Goals/Key Performance Indicators

- Expand e-Filing – e-Filing pilot for commercial litigation registered approximately 7,000 users in more than 1,300 transactions in 2011. It is geared to serve the filing needs of users of the court system as it reduces paper work, saves time, transportation cost and grants continuous online access. The Clerk’s Office intends to expand the system to two additional departments and other stakeholders.
- Increased Awareness of Mortgage Foreclosure Surplus Funds – The Clerk’s Office has placed Mortgage Surplus Information online for those County residents whose homes were foreclosed and the sale of the homes exceeded the amount they owed on their mortgage. The Clerk’s Office intends to increase public information customer service announcements on Foreclosure Surplus Funds. The Clerk has formed a task force consisting of the County Assessor, County Recorder of Deeds, the State Treasurer, Office of the Clerk of the Circuit Court, and the Office of the Mayor of Chicago to address the issues of foreclosure surplus funds in Cook County.
- Increase in the Amount of Collections by Third Party Agencies – The Clerk’s Office worked with two private collection firms to assist in the collection of delinquent accounts receivable—traffic fines, fees and costs at no cost to the County. As of September 30, 2011, they have collected \$22.9 million. Their efforts have continued to increase the amount of court-ordered funds collected, especially as they currently process accounts receivables that are 60 days delinquent compared to previous accounts receivables that had to be 90 days delinquent before collection activities would commence.
- Increased Amount of Child Support Funds and Traffic Fees Collected – In 2011, the Clerk’s Office collected over \$800,000 in Child Support House Bill (HB) fees collected via tax intercept and efforts in this direction are bound to continue.
- Increase in the Number of Bonded Offenders – In 2011 the Clerk’s Office saw an increase in the number of offenders bonded out of jail mainly through the use of the credit card. The increase in bail bonding has reduced jail overcrowding.

Programs

Electronic Filing System (e-Filing)

The adoption and expansion of e-Filing to other departments in the Office of the Clerk of the Circuit Court and to attorneys and self-represented litigants that will, no doubt, increase the proportion of stakeholders in the court system who stand to save time as well as transportation-related costs. The effort stands to ease congestion in the court corridors and bring more comfort to court users.

Imaging and Document Management System (IDMS)

The Clerk’s Office has embraced IDMS solution which allows court staff to image court records at the time of filing and to manage that record in a document repository. The effort eliminates the need to handle court documents numerous times. The Clerk’s Office envisages expanding the program to other areas of law and to attorneys and self-represented litigants.

Collection of Revenue by Collection Agencies

The Clerk’s Office will continue to cut costs without sacrificing quality of service and attempt to increase revenue generation. It will also continue to work with collection agencies to bolster collection of delinquent fines, fees and penalties.

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

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

Account	2011 Expend. Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
110/501010 Salaries and Wages of Regular Employees	60,723,416.57	70,864,624	69,327,197	67,167,101	(3,697,523)
120/501210 Overtime Compensation	517,076.03	350,000	350,000	350,000	
136/501400 Differential Pay	13,369.55	20,000	20,000	20,000	
170/501510 Mandatory Medicare Costs	33,461.48				
172/501540 Workers' Compensation				689,449	689,449
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Supplies and Materials					
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353/530640 Books, Periodicals, Publications, Archives and Data Services	12,651.24	25,794	19,100	19,100	(6,694)
353/530675 County Wide Lexis-Nexis Contract			10,577	10,577	10,577
Supplies and Materials Total	182,038.86	355,453	369,677	369,677	14,224
Operations and Maintenance					
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441/540172 County Wide Contract for Maintenance of Data Processing Equipment			393,884	393,884	393,884
444/540250 Maintenance and Repair of Automotive Equipment	979.83	997	8,000	8,000	7,003
445/540290 Operation of Automotive Equipment	871.73	1,940	8,000	8,000	6,060
449/540310 Op., Maint. and Repair of Institutional Equipment	11,792.12	11,990	16,300	16,300	4,310
470/540390 Operating Costs for the Richard J. Daley Center	2,058,600.06	2,687,617	2,257,598	2,257,598	(430,019)
Operations and Maintenance Total	2,121,592.00	2,826,502	2,811,982	2,811,982	(14,520)
Rental and Leasing					
630/550010 Rental of Office Equipment	236,117.06	247,313	15,735	15,735	(231,578)
630/550018 County Wide Canon Photocopier Lease			260,407	260,407	260,407
660/550130 Rental of Facilities	1,600.00	22,160	18,000	18,000	(4,160)
Rental and Leasing Total	237,717.06	269,473	294,142	294,142	24,669
Contingency and Special Purposes					
814/580380 Appropriation Adjustments	(2,301,006.00)	(3,068,008)	(526,395)	(526,395)	2,541,613
819/580420 Appropriation Transfer for Corporate Fund/Reimbursement from Designated Fund		(895,611)	(600,000)	(600,000)	295,611
Contingency and Special Purposes Total	(2,301,006.00)	(3,963,619)	(1,126,395)	(1,126,395)	2,837,224

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

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

Account	2011 Expend. Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Operating Funds Total	62,446,251.15	72,362,031	73,924,011	72,453,364	91,333
<u>(715) Major Capital Equipment - Long Term Projects - 71520450</u>					
579/560450 Computer Equipment	2,600,000.00				
	2,600,000.00				
<u>(717) New/Replacement Capital Equipment - 71700335</u>					
521/560420 Institutional Equipment		23,239	5,250	2,250	(20,989)
530/560510 Office Furnishings and Equipment	345,531.67	119,264	137,002	68,495	(50,769)
549/560610 Vehicle Purchase	49,940.65		23,000	26,000	26,000
570/560440 Telecommunications Equipment		6,300			(6,300)
579/560450 Computer Equipment	1,100,000.00				
	1,495,472.32	148,803	165,252	96,745	(52,058)
Total Capital Equipment Request Total	4,095,472.32	148,803	165,252	96,745	(52,058)

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	2011 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	SJU	1.0	105,000	1.0	105,000	1.0	105,000
5488	Assistant Chief Deputy Clerk III	22	1.0	90,164	1.0	90,184		
0548	Deputy Clerk of Circuit Court	20	1.0	73,240	1.0	74,696	1.0	74,696
0050	Administrative Assistant IV	18	1.0	65,859	1.0	67,195	1.0	67,195
0047	Administrative Assistant II	14	1.0	33,861	1.0	34,547		
0907	Clerk V	11	1.0	36,444				
0906	Clerk IV	9	3.0	91,624				
5545	General Office Assistant III	11			1.0	37,160	1.0	37,160
5544	General Office Assistant I	09			3.0	92,662	3.0	92,662
			9.0	\$496,192	9.0	\$501,444	7.0	\$376,713
02 Electronic Citation Fund - 3351107								
0227	Cashier II	10	3.0	113,410	2.0	76,289	2.0	76,289
4220	Clerk IV, Senior (Courts)	10	25.0	886,669	23.0	835,695	22.0	806,865
0906	Clerk IV	9	2.0	59,961	2.0	62,483	2.0	62,483
			30.0	\$1,060,040	27.0	\$974,467	26.0	\$945,637
02 Inspector General								
01 Inspector General - 3350201								
0010	Associate Clerk of the Circuit Court	24	1.0	111,000	1.0	111,000	1.0	111,000
0529	Chief Deputy Clerk of Court	23	1.0	99,388	1.0	101,340		
5496	Chief Deputy Clerk III	22	1.0	95,424	1.0	97,337		
4800	Director of Investigations-Clerk of the Circuit Court	21	1.0	73,328	1.0	74,816		
0641	Investigator IV	20	2.0	147,993	4.0	259,246	1.0	51,924
1112	Systems Analyst III	20	1.0	71,880	1.0	73,337		
0640	Investigator III	18			2.0	83,382	1.0	44,518
0048	Administrative Assistant III	16	1.0	52,191	1.0	53,210		
0639	Investigator II	16	2.0	106,169				
0638	Investigator I	14	2.0	89,330				
0046	Administrative Assistant I	12	2.0	79,826				
0906	Clerk IV	9	3.0	92,897	2.0	67,323		
5543	Data Auditor III	12			1.0	42,911		
5546	General Office Assistant IV	12			1.0	38,494		
0907	Clerk V	11	1.0	29,033				
5545	General Office Assistant III	11			1.0	29,621		
0954	Data Entry Operator II	09	2.0	61,248	1.0	33,838		
5542	Data Auditor I	09			2.0	56,578		
			20.0	\$1,109,707	20.0	\$1,122,433	3.0	\$207,442
04 Chief Financial Officer								
01 Chief Financial Officer - 3350401								
0120	Chief Financial Officer	24	1.0	119,000	1.0	119,000	1.0	119,000
0050	Administrative Assistant IV	18	1.0	63,620	1.0	63,627	1.0	63,627
0144	Accountant IV	17	1.0	62,199	1.0	63,366	1.0	63,366
			3.0	\$244,819	3.0	\$245,993	3.0	\$245,993
02 Comptroller - 3350402								
0116	Deputy Comptroller	24	2.0	192,070				
5596	Assistant Comptroller-Clerk of the Circuit Court	22			2.0	195,876	1.0	97,938
0548	Deputy Clerk of Circuit Court	20	1.0	71,108	1.0	72,494	1.0	72,494
0145	Accountant V	19	1.0	73,234	2.0	147,922	1.0	73,961
0050	Administrative Assistant IV	18	1.0	41,272	1.0	42,078		

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	2011 Current		Department Request		President's Recommendation		
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries	
0640	Investigator III	18	1.0	62,142	1.0	63,362	1.0	63,362	
1104	Computer Operator IV	18	1.0	66,624	1.0	67,611	1.0	67,611	
1111	Systems Analyst II	18	1.0	61,708	1.0	61,804	1.0	61,804	
0144	Accountant IV	17	2.0	120,773	2.0	123,179	2.0	123,179	
0554	Court Clerk IV	17	2.0	119,035	2.0	121,410	2.0	121,410	
0048	Administrative Assistant III	16	3.0	170,984	3.0	174,374	3.0	174,374	
1110	Systems Analyst I	16	1.0	56,145	1.0	57,281	1.0	57,281	
0143	Accountant III	15	3.0	137,858	3.0	125,687	3.0	125,687	
0517	Legal Secretary	15	1.0	45,526	1.0	46,421	1.0	46,421	
0703	Personnel Analyst II	15	1.0	47,457	1.0	48,384	1.0	48,384	
0047	Administrative Assistant II	14	5.0	219,256	5.0	223,599	4.0	181,230	
0174	Bookkeeper IV	14	2.0	107,940	2.0	107,940	2.0	107,940	
0142	Accountant II	13	7.0	301,674	7.0	305,897	7.0	305,897	
0046	Administrative Assistant I	12	7.0	308,459	6.0	259,902	3.0	136,203	
5532	Assistant Manager I - Court Operations	12			1.0	42,320	1.0	42,320	
0141	Accountant I	11	8.0	315,870	8.0	317,673	8.0	317,673	
0173	Bookkeeper III	11	2.0	84,748	2.0	84,748	2.0	84,748	
0907	Clerk V	11	2.0	68,520	2.0	70,295	1.0	41,740	
0955	Data Entry Operator III	11	1.0	31,363	1.0	32,666	1.0	32,666	
0227	Cashier II	10	1.0	38,144	1.0	38,144	1.0	38,144	
4220	Clerk IV, Senior (Courts)	10	1.0	31,363		1		1	
0906	Clerk IV	9	7.0	236,377	7.0	238,363	6.0	205,118	
0172	Bookkeeper II	09	1.0	34,657	1.0	34,657	1.0	34,657	
			65.0	\$3,044,307	65.0	\$3,104,088	56.0	\$2,662,243	
05 Compensation Services - 3350405									
0529	Chief Deputy Clerk of Court	23	1.0	85,107	1.0	86,787	1.0	86,787	
2177	Personnel Director II	23	1.0	95,415					
5490	Executive Assist to the Clerk	23			1.0	97,295	1.0	97,295	
0048	Administrative Assistant III	16	1.0	48,656	1.0	49,607	1.0	49,607	
0584	Violations Supervisor I	16	1.0	53,512	1.0	54,205	1.0	54,205	
0047	Administrative Assistant II	14	1.0	45,374	1.0	46,261			
0244	Payroll Division Supervisor II	14	1.0	46,757	1.0	47,680	1.0	47,680	
0142	Accountant II	13	1.0	39,357					
5523	Collections Specialist-Revenue	13			1.0	38,286	1.0	38,286	
0046	Administrative Assistant I	12	1.0	41,378					
5654	Manager	12			1.0	33,798			
0954	Data Entry Operator II	09	1.0	29,618					
5537	Time Auditor I	09			1.0	30,850	1.0	30,850	
			9.0	\$485,174	9.0	\$484,769	7.0	\$404,710	
06 Financial Planning & Control - 3350406									
0529	Chief Deputy Clerk of Court	23	1.0	93,051	1.0	94,870	1.0	94,870	
0294	Administrative Analyst IV	22	1.0	89,429	1.0	91,226	1.0	91,226	
0051	Administrative Assistant V	20	1.0	62,312	1.0	63,530	1.0	63,530	
0144	Accountant IV	17			1.0	42,845			
0705	Personnel Analyst III	17	1.0	61,140	1.0	62,349	1.0	62,349	
0048	Administrative Assistant III	16	1.0	46,662	1.0	47,571	1.0	47,571	
0047	Administrative Assistant II	14	3.0	131,036	3.0	121,924	3.0	121,924	
0046	Administrative Assistant I	12	3.0	112,900	2.0	77,773	2.0	77,773	
5540	Purchasing Specialist III	12			1.0	35,842	1.0	35,842	
0907	Clerk V	11	1.0	29,892	1.0	31,134	1.0	31,134	
			12.0	\$626,422	13.0	\$669,064	12.0	\$626,219	

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	2011 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
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	125,000		
0529	Chief Deputy Clerk of Court	23	1.0	89,137	1.0	90,879	1.0	90,879
0906	Clerk IV	9	1.0	30,003				
5488	Assistant Chief Deputy Clerk III	22	1.0	76,694	1.0	78,249		
0050	Administrative Assistant IV	18	1.0	60,667	1.0	61,897	1.0	61,897
0047	Administrative Assistant II	14	1.0	43,938	1.0	40,850		
5544	General Office Assistant I	09			1.0	30,589	1.0	30,589
			6.0	\$433,439	6.0	\$427,464	3.0	\$183,365
02 General Services - 3350502								
0010	Associate Clerk of the Circuit Court	24	1.0	119,000	1.0	119,000	1.0	119,000
0050	Administrative Assistant IV	18	1.0	52,576	1.0	53,604		
0048	Administrative Assistant III	16	1.0	56,285	1.0	57,411		
0980	Duplicating Section Supervisor II	16	1.0	58,798	1.0	58,798	1.0	58,798
0047	Administrative Assistant II	14	2.0	86,923	2.0	88,661	2.0	88,661
0046	Administrative Assistant I	12	2.0	91,640	2.0	93,876	2.0	93,876
0907	Clerk V	11	4.0	165,324	4.0	167,847	4.0	167,847
4215	Warehouse Records Clerk I, Senior	10	1.0	37,121		1		1
4220	Clerk IV, Senior (Courts)	10	2.0	64,808	2.0	66,577	1.0	37,747
0906	Clerk IV	9	3.0	100,129	3.0	100,149	3.0	100,149
			18.0	\$832,604	17.0	\$805,924	14.0	\$666,079
03 Public Information - 3350503								
0010	Associate Clerk of the Circuit Court	24	1.0	110,000	1.0	110,000	1.0	110,000
0740	Assistant Director Budget Planning and Management	22	1.0	90,799				
0906	Clerk IV	9	1.0	32,889				
5488	Assistant Chief Deputy Clerk III	22			1.0	92,636		
0051	Administrative Assistant V	20	1.0	66,080	1.0	67,376		
5544	General Office Assistant I	09			1.0	33,555	1.0	33,555
			4.0	\$299,768	4.0	\$303,567	2.0	\$143,555
04 Human Resources - 3350504								
0348	Director of Research	23	1.0	105,388	1.0	107,512	1.0	107,512
0529	Chief Deputy Clerk of Court	23	1.0	100,516	1.0	102,552	1.0	102,552
1114	Systems Analyst V	23	1.0	85,647	1.0	87,322	1.0	87,322
2177	Personnel Director II	23	1.0	85,073	1.0	86,753	1.0	86,753
0618	Legal Systems Analyst	22	1.0	92,479				
5488	Assistant Chief Deputy Clerk III	22			1.0	92,490		
0051	Administrative Assistant V	20	2.0	137,696	2.0	138,301	2.0	138,301
1112	Systems Analyst III	20	1.0	70,025	1.0	71,416	1.0	71,416
0048	Administrative Assistant III	16	2.0	109,619	2.0	111,811	2.0	111,811
0553	Court Clerk III	16	1.0	53,706	1.0	54,768		
0047	Administrative Assistant II	14	3.0	123,075	3.0	125,491	1.0	43,440
0046	Administrative Assistant I	12	1.0	33,390				
5532	Assistant Manager I - Court Operations	12			1.0	33,629		
0907	Clerk V	11	1.0	36,673				
5545	General Office Assistant III	11			1.0	37,417		
			16.0	\$1,033,287	16.0	\$1,049,462	10.0	\$749,107
06 Executive Clerk for Operations								
01 Executive Clerk for Operations - 3350601								
0010	Associate Clerk of the Circuit Court	24	1.0	112,000	1.0	112,000	1.0	112,000

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	2011 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
5500	Executive Assistant to the Chief & Executive Clerk	22	1.0	78,411	1.0	78,430	1.0	78,430
0050	Administrative Assistant IV	18	1.0	51,017	1.0	52,022		
			3.0	\$241,428	3.0	\$242,452	2.0	\$190,430
02 Special Projects - 3350602								
0051	Administrative Assistant V	20	1.0	70,028	1.0	71,394		
0143	Accountant III	15	1.0	41,058	1.0	41,882	1.0	41,882
			2.0	\$111,086	2.0	\$113,276	1.0	\$41,882
03 Records Management - 3350603								
0047	Administrative Assistant II	14	1.0	38,336		1		1
0046	Administrative Assistant I	12	4.0	170,786	3.0	129,784	3.0	129,784
5546	General Office Assistant IV	12			1.0	35,322	1.0	35,322
4220	Clerk IV, Senior (Courts)	10	1.0	27,686	1.0	28,830		
			6.0	\$236,808	5.0	\$193,937	4.0	\$165,107
04 Appeals - 3350604								
0529	Chief Deputy Clerk of Court	23	1.0	91,218	1.0	93,066	1.0	93,066
5498	Court Operations Administrative Project Manager	22	1.0	96,606	1.0	98,543	1.0	98,543
0046	Administrative Assistant I	12	4.0	182,406	4.0	185,516	4.0	185,516
0907	Clerk V	11	1.0	37,628				
5545	General Office Assistant III	11			1.0	38,376	1.0	38,376
4220	Clerk IV, Senior (Courts)	10	3.0	113,410	3.0	113,410	3.0	113,410
0906	Clerk IV	9	4.0	133,521	3.0	102,559	3.0	102,559
0954	Data Entry Operator II	09	1.0	34,657	1.0	34,657	1.0	34,657
5544	General Office Assistant I	09			1.0	31,569	1.0	31,569
			15.0	\$689,446	15.0	\$697,696	15.0	\$697,696
05 General Counsel - 3350605								
5491	General Counsel-CCC	24	1.0	108,000	1.0	108,000	1.0	108,000
5492	Deputy General Counsel-Clerk of the Circuit Court	22	2.0	122,871	2.0	123,873		
5493	Legal Analyst	20	1.0	70,678	1.0	72,083	1.0	72,083
			4.0	\$301,549	4.0	\$303,956	2.0	\$180,083
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	110,000		
1108	Programmer IV	22	1.0	90,799	1.0	90,808	1.0	90,808
0051	Administrative Assistant V	20			1.0	77,532		
0050	Administrative Assistant IV	18			1.0	67,611		
1104	Computer Operator IV	18			1.0	67,611		
0508	Court Coordinator II	17			1.0	63,366		
0048	Administrative Assistant III	16	1.0	48,690	1.0	49,663	1.0	49,663
1103	Computer Operator III	16			2.0	107,911		
4205	Computer Operator II, Sr (Courts)	15			3.0	174,303		
0047	Administrative Assistant II	14			1.0	46,209		
1102	Computer Operator II	14			1.0	53,970		
4200	Computer Operator I, Sr (Courts)	13			2.0	98,142		
0046	Administrative Assistant I	12			1.0	46,938		
1101	Computer Operator I	12			1.0	42,653		
0906	Clerk IV	9			1.0	33,838		
			3.0	\$250,489	19.0	\$1,130,555	2.0	\$140,471
02 Chancery Division - 3350702								
0529	Chief Deputy Clerk of Court	23	1.0	84,023	1.0	85,139	1.0	85,139

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	2011 Current		Department Request		President's Recommendation		
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries	
0293	Administrative Analyst III	21	1.0	83,037	1.0	84,717	1.0	84,717	
0144	Accountant IV	17			1.0	42,078			
0554	Court Clerk IV	17	1.0	55,671	1.0	56,756	1.0	56,756	
0553	Court Clerk III	16	1.0	41,587	1.0	42,402			
0608	Court Clerk/Trainer	15	1.0	58,101	1.0	58,101	1.0	58,101	
0047	Administrative Assistant II	14	1.0	39,902	1.0	40,711	1.0	40,711	
0552	Court Clerk II	14	3.0	161,910	3.0	161,910	3.0	161,910	
0142	Accountant II	13	1.0	50,268	1.0	50,268	1.0	50,268	
0551	Court Clerk I	13	18.0	869,652	18.0	876,354	18.0	876,354	
0046	Administrative Assistant I	12	2.0	93,876	2.0	93,876	2.0	93,876	
0228	Cashier III	12	1.0	27,686	1.0	28,830	1.0	28,830	
1101	Computer Operator I	12	1.0	46,938	1.0	46,938	1.0	46,938	
0227	Cashier II	10	2.0	72,490	2.0	74,244	2.0	74,244	
4215	Warehouse Records Clerk I, Senior	10	1.0	34,200	1.0	35,608	1.0	35,608	
4220	Clerk IV, Senior (Courts)	10	5.0	179,279	5.0	183,114	4.0	154,651	
0906	Clerk IV	9	7.0	225,681	7.0	230,495	7.0	230,495	
			47.0	\$2,124,301	48.0	\$2,191,541	45.0	\$2,078,598	
03 Probate Division - 3350703									
0529	Chief Deputy Clerk of Court	23	1.0	98,116	1.0	100,103	1.0	100,103	
0051	Administrative Assistant V	20	1.0	72,157	1.0	73,620			
1112	Systems Analyst III	20	1.0	66,055	1.0	52,687			
0555	Court Clerk V	18	1.0	59,791	1.0	61,001	1.0	61,001	
0048	Administrative Assistant III	16	1.0	57,849	1.0	49,375	1.0	49,375	
0553	Court Clerk III	16	1.0	57,635	1.0	58,792	1.0	58,792	
0608	Court Clerk/Trainer	15		1		1		1	
0552	Court Clerk II	14	2.0	105,369	2.0	105,369	2.0	105,369	
0142	Accountant II	13	1.0	46,936	1.0	47,401	1.0	47,401	
0551	Court Clerk I	13	11.0	511,860	11.0	512,999	10.0	484,444	
0046	Administrative Assistant I	12	6.0	254,179	6.0	258,755	6.0	258,755	
0228	Cashier III	12	1.0	43,828	1.0	43,828	1.0	43,828	
1101	Computer Operator I	12		1	1.0	43,829		1	
0907	Clerk V	11	2.0	68,608	2.0	69,752	2.0	69,752	
0227	Cashier II	10	1.0	37,122	1.0	37,122	1.0	37,122	
4220	Clerk IV, Senior (Courts)	10	9.0	328,670	9.0	324,898	9.0	324,898	
0906	Clerk IV	9	2.0	68,185	2.0	70,267	2.0	70,267	
			41.0	\$1,876,362	42.0	\$1,909,799	38.0	\$1,711,109	
04 County Division - 3350704									
0529	Chief Deputy Clerk of Court	23	1.0	92,697	1.0	94,578	1.0	94,578	
0618	Legal Systems Analyst	22	1.0	98,771					
5488	Assistant Chief Deputy Clerk III	22			1.0	100,762			
0048	Administrative Assistant III	16	1.0	53,261	1.0	54,329	1.0	54,329	
0553	Court Clerk III	16	1.0	44,367	1.0	45,242	1.0	45,242	
0608	Court Clerk/Trainer	15	1.0	58,101	1.0	58,101	1.0	58,101	
0552	Court Clerk II	14	3.0	158,331	3.0	158,331	3.0	158,331	
0551	Court Clerk I	13	8.0	387,705	8.0	389,236	8.0	389,236	
0046	Administrative Assistant I	12	2.0	91,640	2.0	92,835	2.0	92,835	
0228	Cashier III	12	1.0	43,825	1.0	44,702	1.0	44,702	
1101	Computer Operator I	12			1.0	41,843			
0907	Clerk V	11	2.0	80,554	3.0	122,130	2.0	81,208	
4220	Clerk IV, Senior (Courts)	10	8.0	286,997	8.0	290,362	8.0	290,362	
0906	Clerk IV	9	2.0	62,624	2.0	64,419	2.0	64,419	
0226	Cashier I	09	1.0	33,245	1.0	34,000	1.0	34,000	

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	2011 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
1021	Warehouse Records Clerk I	09	1.0	34,657	1.0	34,657	1.0	34,657
			33.0	\$1,526,775	35.0	\$1,625,527	32.0	\$1,442,000
05 Law Division - 3350705								
0529	Chief Deputy Clerk of Court	23	1.0	96,105	1.0	98,052	1.0	98,052
5488	Assistant Chief Deputy Clerk III	22	1.0	86,949	1.0	88,675		
1112	Systems Analyst III	20			1.0	72,304		
0050	Administrative Assistant IV	18	1.0	66,406	1.0	67,712	1.0	67,712
0555	Court Clerk V	18	1.0	64,807	1.0	66,120	1.0	66,120
0554	Court Clerk IV	17	1.0	60,644	1.0	61,874	1.0	61,874
0048	Administrative Assistant III	16	1.0	56,444	1.0	57,546	1.0	57,546
0143	Accountant III	15	1.0	42,954	1.0	43,825	1.0	43,825
0608	Court Clerk/Trainer	15	2.0	116,202	2.0	116,202	2.0	116,202
0047	Administrative Assistant II	14	1.0	40,056	1.0	40,868	1.0	40,868
0174	Bookkeeper IV	14	1.0	29,379	1.0	30,636	1.0	30,636
0552	Court Clerk II	14	7.0	351,506	6.0	297,995	5.0	269,851
0142	Accountant II	13	1.0	49,566	1.0	50,268	1.0	50,268
0936	Stenographer V	13	1.0	27,686	1.0	28,830	1.0	28,830
0551	Court Clerk I	13	56.0	2,675,350	55.0	2,629,160	52.0	2,499,296
0046	Administrative Assistant I	12	6.0	273,708	6.0	274,920	6.0	274,920
0228	Cashier III	12	1.0	42,653	1.0	43,236	1.0	43,236
0907	Clerk V	11	8.0	316,373	8.0	308,739	8.0	308,739
0955	Data Entry Operator III	11			1.0	40,922		
0227	Cashier II	10	3.0	112,556	3.0	113,410	3.0	113,410
4220	Clerk IV, Senior (Courts)	10	13.0	466,683	13.0	471,893	13.0	471,893
0906	Clerk IV	9	10.0	330,001	10.0	336,338	10.0	336,338
0954	Data Entry Operator II	09	2.0	59,518	2.0	62,019	2.0	62,019
			119.0	\$5,365,546	119.0	\$5,401,544	112.0	\$5,041,635
08 Family Law Bureau								
01 Family Law Administration - 3350801								
0010	Associate Clerk of the Circuit Court	24	1.0	110,000	1.0	104,342	1.0	104,342
0050	Administrative Assistant IV	18	1.0	62,748	1.0	63,974	1.0	63,974
0585	Violations Supervisor II	18	1.0	65,971	1.0	67,297	1.0	67,297
0048	Administrative Assistant III	16	1.0	57,715	1.0	39,645		
0047	Administrative Assistant II	14	1.0	39,902	1.0	40,711		
			5.0	\$336,336	5.0	\$315,969	3.0	\$235,613
02 Domestic Relations Division - 3350802								
0529	Chief Deputy Clerk of Court	23	1.0	99,136	1.0	99,104	1.0	99,104
5488	Assistant Chief Deputy Clerk III	22	1.0	88,753	1.0	90,532		
0050	Administrative Assistant IV	18	3.0	179,220	3.0	182,786	2.0	130,902
1118	Data Processing Coordinator	16	1.0	48,416	1.0	49,398	1.0	49,398
0553	Court Clerk III	16	1.0	40,149	1.0	40,963	1.0	40,963
0143	Accountant III	15	1.0	45,686	1.0	46,582		
0608	Court Clerk/Trainer	15	2.0	116,202	2.0	116,202	2.0	116,202
0047	Administrative Assistant II	14	1.0	50,730	1.0	38,864		
0552	Court Clerk II	14	3.0	135,626	3.0	136,770	2.0	107,940
0142	Accountant II	13	2.0	98,142	1.0	47,875	1.0	47,875
4200	Computer Operator I, Sr (Courts)	13	1.0	49,180	2.0	98,142	1.0	50,268
0551	Court Clerk I	13	34.0	1,651,452	34.0	1,657,770	34.0	1,657,770
1101	Computer Operator I	12	1.0	30,588	1.0	46,939		1
0907	Clerk V	11	3.0	102,805	3.0	113,241	2.0	72,319
5538	Time Auditor III	11			1.0	31,679	1.0	31,679

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	2011 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
0227	Cashier II	10	2.0	65,014	2.0	66,454	1.0	37,122
4210	Data Entry Operator II, Sr (Courts)	10	1.0	37,123	1.0	37,123	1.0	37,123
4220	Clerk IV, Senior (Courts)	10	5.0	177,792	5.0	182,489	5.0	182,489
0906	Clerk IV	9	3.0	96,194	3.0	98,611	3.0	98,611
0226	Cashier I	09	2.0	66,490	2.0	67,676	2.0	67,676
0954	Data Entry Operator II	09	1.0	31,117				
5655	Personnel Specialist I	09			1.0	31,727	1.0	31,727
			69.0	\$3,209,815	70.0	\$3,280,927	61.0	\$2,859,169
03 Juvenile Child Protection Division - 3350803								
0529	Chief Deputy Clerk of Court	23	1.0	97,439	1.0	99,413	1.0	99,413
0554	Court Clerk IV	17	1.0	55,284	1.0	56,364	1.0	56,364
0048	Administrative Assistant III	16	1.0	55,673	1.0	56,800	1.0	56,800
0517	Legal Secretary	15	1.0	53,695	1.0	53,750	1.0	53,750
0608	Court Clerk/Trainer	15	1.0	58,101	1.0	58,101	1.0	58,101
0047	Administrative Assistant II	14	1.0	47,351	1.0	47,211	1.0	47,211
0552	Court Clerk II	14	6.0	322,405	6.0	323,820	6.0	323,820
0551	Court Clerk I	13	11.0	486,960	11.0	493,186	11.0	493,186
0046	Administrative Assistant I	12	3.0	131,343	3.0	133,232	3.0	133,232
0907	Clerk V	11	3.0	123,322	3.0	123,584	3.0	123,584
0955	Data Entry Operator III	11			1.0	40,922		
4220	Clerk IV, Senior (Courts)	10	4.0	142,167	4.0	143,851	4.0	143,851
0906	Clerk IV	9	1.0	34,657	1.0	34,657	1.0	34,657
			34.0	\$1,608,397	35.0	\$1,664,891	34.0	\$1,623,969
04 Juvenile Justice Division - 3350804								
0529	Chief Deputy Clerk of Court	23	2.0	180,582	2.0	184,192	2.0	184,192
1113	Systems Analyst IV	21	1.0	83,856	1.0	85,496	1.0	85,496
0554	Court Clerk IV	17	1.0	60,334	1.0	61,542	1.0	61,542
0553	Court Clerk III	16	2.0	99,235	1.0	52,042	1.0	52,042
0608	Court Clerk/Trainer	15	1.0	58,101	1.0	58,101	1.0	58,101
0047	Administrative Assistant II	14	1.0	40,746	1.0	41,547		
0552	Court Clerk II	14	7.0	369,069	7.0	369,069	7.0	369,069
0551	Court Clerk I	13	9.0	426,631	9.0	421,723	9.0	421,723
0046	Administrative Assistant I	12	2.0	91,640	2.0	93,876	2.0	93,876
1101	Computer Operator I	12	1.0	44,030	1.0	44,702	1.0	44,702
0907	Clerk V	11	3.0	121,670	3.0	122,340	3.0	122,340
0955	Data Entry Operator III	11	1.0	40,922	1.0	40,922	1.0	40,922
4210	Data Entry Operator II, Sr (Courts)	10	2.0	74,091	2.0	75,266	2.0	75,266
4220	Clerk IV, Senior (Courts)	10	5.0	185,117	5.0	188,676	5.0	188,676
0906	Clerk IV	9	3.0	99,735	3.0	101,567	3.0	101,567
			41.0	\$1,975,759	40.0	\$1,941,061	39.0	\$1,899,514
05 Child Support Program - 3350805								
0551	Court Clerk I	13	5.0	238,631	5.0	238,630	4.0	190,758
4210	Data Entry Operator II, Sr (Courts)	10	1.0	37,122	1.0	38,144	1.0	38,144
4220	Clerk IV, Senior (Courts)	10	5.0	185,754	5.0	188,206	5.0	188,206
			11.0	\$461,507	11.0	\$464,980	10.0	\$417,108
09 Criminal Bureau								
01 Criminal Bureau Administration - 3350901								
0010	Associate Clerk of the Circuit Court	24	1.0	112,000	1.0	112,000	1.0	112,000
0048	Administrative Assistant III	16	1.0	57,221	1.0	58,346	1.0	58,346
			2.0	\$169,221	2.0	\$170,346	2.0	\$170,346

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	2011 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
02 Criminal Division - 3350902								
0529	Chief Deputy Clerk of Court	23	1.0	89,779	1.0	91,541	1.0	91,541
0618	Legal Systems Analyst	22	1.0	84,621				
5488	Assistant Chief Deputy Clerk III	22			1.0	86,314		
0051	Administrative Assistant V	20	1.0	70,380	1.0	71,807	1.0	71,807
0577	Criminal Records Supervisor II	20	1.0	80,601	1.0	82,220	1.0	82,220
0555	Court Clerk V	18	2.0	120,320	2.0	122,024	2.0	122,024
0554	Court Clerk IV	17	1.0	60,914	1.0	62,111	1.0	62,111
0048	Administrative Assistant III	16	1.0	52,964	1.0	54,039	1.0	54,039
0553	Court Clerk III	16	3.0	170,314	3.0	173,276	3.0	173,276
0608	Court Clerk/Trainer	15	1.0	55,335	1.0	55,335	1.0	55,335
0047	Administrative Assistant II	14	3.0	143,938	3.0	145,913	3.0	145,913
1102	Computer Operator II	14	1.0	38,049				
0552	Court Clerk II	14	6.0	326,025	5.0	269,851	5.0	269,851
5535	Assistant Manager III - Court Operations	14			1.0	38,821		
0142	Accountant II	13	1.0	28,450	1.0	29,625		
4200	Computer Operator I, Sr (Courts)	13	1.0	49,474	1.0	50,268	1.0	50,268
0551	Court Clerk I	13	52.0	2,347,275	49.0	2,227,240	47.0	2,168,283
0046	Administrative Assistant I	12	12.0	547,535	12.0	548,966	12.0	548,966
0907	Clerk V	11	5.0	184,026	5.0	186,542	5.0	186,542
0955	Data Entry Operator III	11		1		1		1
0227	Cashier II	10	2.0	68,036	2.0	69,278	2.0	69,278
4220	Clerk IV, Senior (Courts)	10	15.0	521,536	15.0	533,191	14.0	503,859
0906	Clerk IV	9	6.0	189,701	4.0	129,289	4.0	129,289
0954	Data Entry Operator II	09	1.0	30,815	1.0	30,835	1.0	30,835
5544	General Office Assistant I	09			1.0	31,569	1.0	31,569
			117.0	\$5,260,089	112.0	\$5,090,056	106.0	\$4,847,007
03 Criminal Department - 3350903								
0529	Chief Deputy Clerk of Court	23	1.0	101,291	1.0	103,302	1.0	103,302
0579	Criminal Records Supervisor III	22	1.0	94,932	1.0	96,817	1.0	96,817
0577	Criminal Records Supervisor II	20	1.0	73,499	1.0	74,989	1.0	74,989
0050	Administrative Assistant IV	18	1.0	60,475	1.0	61,657	1.0	61,657
0251	Business Manager I	18			1.0	65,414		
0554	Court Clerk IV	17	3.0	170,037	3.0	172,412	3.0	172,412
0048	Administrative Assistant III	16	5.0	254,229	5.0	259,239	3.0	164,515
0553	Court Clerk III	16	4.0	221,689	4.0	225,724	3.0	169,938
0608	Court Clerk/Trainer	15	2.0	86,551	2.0	87,726	2.0	87,726
0047	Administrative Assistant II	14	4.0	200,176	4.0	203,874	4.0	203,874
0174	Bookkeeper IV	14	1.0	35,090				
0552	Court Clerk II	14	9.0	456,045	8.0	404,050	7.0	375,220
0906	Clerk IV	9	20.0	655,873	19.0	623,206	19.0	623,206
5535	Assistant Manager III - Court Operations	14			1.0	35,802		
0142	Accountant II	13	1.0	50,268	1.0	50,268	1.0	50,268
0936	Stenographer V	13	1.0	28,450	1.0	29,625	1.0	29,625
4200	Computer Operator I, Sr (Courts)	13			1.0	50,268		
0551	Court Clerk I	13	67.0	3,088,582	65.0	3,019,085	63.0	2,939,988
0046	Administrative Assistant I	12	16.0	684,722	14.0	622,547	12.0	546,779
0228	Cashier III	12	1.0	43,828	1.0	43,828	1.0	43,828
1101	Computer Operator I	12			4.0	182,406		
5539	Payroll Specialist III	12			1.0	35,692	1.0	35,692
5546	General Office Assistant IV	12			1.0	34,125	1.0	34,125
0907	Clerk V	11	2.0	71,757	2.0	73,489	2.0	73,489

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	2011 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
0955	Data Entry Operator III	11	1.0	40,922	3.0	122,766	1.0	40,922
4210	Data Entry Operator II, Sr (Courts)	10	1.0	38,331	1.0	38,907	1.0	38,907
4220	Clerk IV, Senior (Courts)	10	15.0	536,108	13.0	471,045	13.0	471,045
0226	Cashier I	09	2.0	65,793	2.0	67,902	2.0	67,902
0954	Data Entry Operator II	09	3.0	91,795	3.0	93,954	2.0	64,329
4613	Internship Clerk	09	1.0	32,384	1.0	33,019	1.0	33,019
5544	General Office Assistant I	09			1.0	33,503	1.0	33,503
			163.0	\$7,182,827	166.0	\$7,416,641	148.0	\$6,637,077
10 1st Municipal Bureau								
01 Civil Division - 3351001								
5488	Assistant Chief Deputy Clerk III	22	1.0	94,223	1.0	96,109		
0051	Administrative Assistant V	20	3.0	208,121	3.0	210,963	2.0	144,868
0641	Investigator IV	20			1.0	53,501	1.0	53,501
0050	Administrative Assistant IV	18	3.0	189,816	3.0	193,593	3.0	193,593
0555	Court Clerk V	18	2.0	130,592	2.0	133,230	2.0	133,230
0554	Court Clerk IV	17	2.0	111,838	2.0	114,010	2.0	114,010
0048	Administrative Assistant III	16	2.0	101,030	2.0	103,052	1.0	57,810
0584	Violations Supervisor I	16			1.0	51,943		
0639	Investigator II	16	1.0	52,164				
0553	Court Clerk III	16	2.0	108,330	2.0	109,912	2.0	109,912
4804	File Manager III	16	1.0	44,367	1.0	45,242	1.0	45,242
0608	Court Clerk/Trainer	15	2.0	116,202	2.0	116,202	2.0	116,202
0047	Administrative Assistant II	14	2.0	86,206	2.0	87,929	2.0	87,929
0552	Court Clerk II	14	6.0	320,118	5.0	266,149	5.0	266,149
0142	Accountant II	13	4.0	178,287	4.0	178,307	4.0	178,307
4200	Computer Operator I, Sr (Courts)	13			3.0	148,410		
0551	Court Clerk I	13	57.0	2,702,513	55.0	2,669,314	53.0	2,592,887
0046	Administrative Assistant I	12	17.0	786,507	17.0	791,954	17.0	791,954
1101	Computer Operator I	12	1.0	44,702	3.0	135,468	1.0	44,702
0907	Clerk V	11	25.0	1,000,589	23.0	932,008	22.0	903,178
0955	Data Entry Operator III	11	2.0	82,546	2.0	82,662	2.0	82,662
0227	Cashier II	10	10.0	359,799	10.0	362,646	10.0	362,646
4220	Clerk IV, Senior (Courts)	10	44.0	1,610,569	44.0	1,621,131	43.0	1,591,649
0906	Clerk IV	9	25.4	820,851	25.3	838,382	23.3	775,805
5545	General Office Assistant III	11			1.0	33,620	1.0	33,620
0954	Data Entry Operator II	09	8.0	258,178	8.0	258,855	7.0	229,373
			220.4	\$9,407,548	222.3	\$9,634,592	206.3	\$8,909,229
02 Traffic Division - 3351002								
0581	Director-Traffic Bureau II	23	1.0	104,342	1.0	88,057	1.0	88,057
1108	Programmer IV	22	1.0	86,347	1.0	82,541	1.0	82,541
1112	Systems Analyst III	20	1.0	82,541	1.0	72,494		
0145	Accountant V	19	1.0	73,361	1.0	73,961	1.0	73,961
0050	Administrative Assistant IV	18	2.0	131,623	2.0	133,377	2.0	133,377
0555	Court Clerk V	18	1.0	63,582	1.0	63,682	1.0	63,682
0585	Violations Supervisor II	18	2.0	130,128	2.0	131,979	2.0	131,979
0508	Court Coordinator II	17	1.0	59,255	1.0	60,419	1.0	60,419
0554	Court Clerk IV	17	1.0	61,054	1.0	61,798	1.0	61,798
0048	Administrative Assistant III	16	1.0	50,972	1.0	51,983	1.0	51,983
0584	Violations Supervisor I	16	1.0	44,370	1.0	45,242	1.0	45,242
0608	Court Clerk/Trainer	15	1.0	58,101	1.0	58,101	1.0	58,101
0047	Administrative Assistant II	14	7.0	322,849	7.0	311,899	5.0	236,298

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	2011 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
0174	Bookkeeper IV	14	2.0	93,714	1.0	53,970	1.0	53,970
0552	Court Clerk II	14	9.0	485,731	9.0	485,731	9.0	485,731
5535	Assistant Manager III - Court Operations	14			1.0	40,850		
0142	Accountant II	13	4.0	198,272	4.0	198,678	4.0	198,678
4200	Computer Operator I, Sr (Courts)	13			1.0	50,268		
0551	Court Clerk I	13	35.0	1,637,496	33.0	1,557,034	32.0	1,528,479
0046	Administrative Assistant I	12	22.0	950,018	21.0	906,159	19.0	848,499
0228	Cashier III	12	2.0	90,766	2.0	90,766	2.0	90,766
1101	Computer Operator I	12	1.0	46,938	2.0	93,876	1.0	46,938
0907	Clerk V	11	17.0	655,171	16.0	637,716	16.0	637,716
0227	Cashier II	10	3.0	113,410	3.0	113,410	3.0	113,410
4210	Data Entry Operator II, Sr (Courts)	10	1.0	37,122	1.0	37,122	1.0	37,122
4220	Clerk IV, Senior (Courts)	10	25.0	907,918	25.0	921,522	23.0	864,137
0906	Clerk IV	9	5.0	148,318	5.0	151,757	4.0	123,294
0226	Cashier I	09	1.0	33,245	1.0	34,000	1.0	34,000
			148.0	\$6,666,644	146.0	\$6,608,392	134.0	\$6,150,178
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	72,324	1.0	67,376		
			2.0	\$183,324	2.0	\$178,376		
02 District 2 - Skokie - 3351102								
0529	Chief Deputy Clerk of Court	23	1.0	80,679	1.0	83,890		
1113	Systems Analyst IV	21	1.0	75,494	1.0	76,963	1.0	76,963
0555	Court Clerk V	18	1.0	66,895	1.0	67,611	1.0	67,611
0585	Violations Supervisor II	18	1.0	67,509	1.0	67,502	1.0	67,502
0508	Court Coordinator II	17	1.0	60,597	1.0	61,777	1.0	61,777
0576	Criminal Records Supervisor I	17	1.0	62,128	1.0	63,362	1.0	63,362
1118	Data Processing Coordinator	16	1.0	58,336	1.0	58,798	1.0	58,798
0553	Court Clerk III	16	1.0	50,756	1.0	39,252	1.0	39,252
0608	Court Clerk/Trainer	15	2.0	116,202	2.0	116,202	2.0	116,202
0552	Court Clerk II	14	7.0	376,509	7.0	377,790	6.0	323,820
0142	Accountant II	13	3.0	129,505	3.0	130,808	3.0	130,808
0551	Court Clerk I	13	15.0	687,823	15.0	698,580	15.0	698,580
0046	Administrative Assistant I	12	11.0	448,179	11.0	454,151	9.0	395,696
1101	Computer Operator I	12			1.0	46,938		
0173	Bookkeeper III	11	1.0	30,084	1.0	31,334	1.0	31,334
0907	Clerk V	11	6.0	218,115	6.0	221,863	6.0	221,863
0955	Data Entry Operator III	11			1.0	40,922		
0227	Cashier II	10	4.0	143,087	4.0	145,415	3.0	112,387
4210	Data Entry Operator II, Sr (Courts)	10	0.6	18,089	0.6	18,088	0.6	18,088
4220	Clerk IV, Senior (Courts)	10	10.0	344,096	10.0	352,794	10.0	352,794
0906	Clerk IV	9	12.6	386,839	11.5	365,011	10.5	336,410
0954	Data Entry Operator II	09	1.0	30,728	1.0	32,042	1.0	32,042
			81.2	\$3,451,650	82.1	\$3,551,093	74.1	\$3,205,289
03 District 3 - Rolling Meadows - 3351103								
0529	Chief Deputy Clerk of Court	23	1.0	106,444	1.0	108,544	1.0	108,544
0816	Training Coordinator IV	21	1.0	82,846	1.0	84,521	1.0	84,521
0555	Court Clerk V	18	1.0	65,495	1.0	66,780	1.0	66,780
0508	Court Coordinator II	17	1.0	62,470	1.0	63,366	1.0	63,366
0553	Court Clerk III	16	2.0	110,532	2.0	112,566	2.0	112,566

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	2011 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
0047	Administrative Assistant II	14	2.0	77,970	1.7	67,999	0.7	27,319
0552	Court Clerk II	14	11.0	555,849	10.0	503,055	9.0	452,666
0142	Accountant II	13	3.0	147,472	3.0	147,472	3.0	147,472
0551	Court Clerk I	13	14.0	651,855	14.0	657,732	13.0	628,400
0046	Administrative Assistant I	12	10.0	431,050	10.0	436,454	9.0	406,290
0228	Cashier III	12	1.0	44,702	1.0	44,702	1.0	44,702
1101	Computer Operator I	12	2.0	87,656	2.0	87,656	2.0	87,656
0907	Clerk V	11	6.0	218,016	6.0	220,224	5.0	190,892
0227	Cashier II	10	4.0	147,934	4.0	147,677	4.0	147,677
4210	Data Entry Operator II, Sr (Courts)	10	4.0	142,209	4.0	145,248	3.0	116,647
4220	Clerk IV, Senior (Courts)	10	14.0	528,364	13.0	500,378	12.0	462,236
0906	Clerk IV	9	15.0	492,431	15.0	503,972	15.0	503,972
0954	Data Entry Operator II	09	3.0	98,285	3.0	97,045	3.0	97,045
			95.0	\$4,051,580	92.7	\$3,995,391	85.7	\$3,748,751
04 Districty 4 - Maywood - 3351104								
0529	Chief Deputy Clerk of Court	23	1.0	95,931	1.0	99,796	1.0	99,796
0050	Administrative Assistant IV	18	2.0	133,380	2.0	112,028	1.0	67,611
0585	Violations Supervisor II	18	1.0	58,534	1.0	59,679	1.0	59,679
0048	Administrative Assistant III	16	1.0	58,320	1.0	57,058	1.0	57,058
0553	Court Clerk III	16	1.0	52,610	1.0	38,867		
0608	Court Clerk/Trainer	15	2.0	116,202	2.0	116,202	2.0	116,202
0047	Administrative Assistant II	14	1.0	41,961	1.0	42,812		
0552	Court Clerk II	14	10.0	519,633	9.0	466,725	9.0	466,725
0142	Accountant II	13	1.0	48,779	1.0	50,268	1.0	50,268
4200	Computer Operator I, Sr (Courts)	13	1.0	30,815	2.0	81,103	1.0	30,835
0551	Court Clerk I	13	9.0	416,697	9.0	417,954	9.0	417,954
0046	Administrative Assistant I	12	11.0	490,616	11.0	492,399	11.0	492,399
0228	Cashier III	12	2.0	87,687	2.0	74,327	2.0	74,327
0173	Bookkeeper III	11			1.0	29,332		
0907	Clerk V	11	2.0	80,747	2.0	81,843	1.0	40,923
0227	Cashier II	10	2.0	67,206	2.0	68,456	2.0	68,456
4210	Data Entry Operator II, Sr (Courts)	10	2.0	72,455	2.0	73,752	2.0	73,752
4220	Clerk IV, Senior (Courts)	10	11.0	394,732	10.0	357,897	9.0	329,067
0906	Clerk IV	9	6.0	192,470	6.0	198,329	6.0	198,329
0954	Data Entry Operator II	09	2.6	85,530	2.6	87,154	2.6	87,154
			68.6	\$3,044,305	68.6	\$3,005,981	61.6	\$2,730,535
05 District 5 - Bridgeview - 3351105								
0529	Chief Deputy Clerk of Court	23	1.0	79,562	1.0	81,127	1.0	81,127
0050	Administrative Assistant IV	18	1.0	61,962	1.0	63,217	1.0	63,217
0585	Violations Supervisor II	18	1.0	64,608	1.0	65,917	1.0	65,917
0048	Administrative Assistant III	16	1.0	49,148	1.0	50,119	1.0	50,119
0608	Court Clerk/Trainer	15	2.0	113,436	1.0	57,345	1.0	57,345
0047	Administrative Assistant II	14	2.7	126,999	3.0	139,076	3.0	139,076
0552	Court Clerk II	14	10.0	531,986	10.0	534,557	9.0	480,589
0142	Accountant II	13	2.0	93,872	2.0	93,872	2.0	93,872
4200	Computer Operator I, Sr (Courts)	13	1.0	28,450	1.0	47,874	1.0	47,874
0551	Court Clerk I	13	24.0	1,090,585	23.0	1,064,650	22.0	1,035,025
0046	Administrative Assistant I	12	10.0	432,149	8.0	343,922	8.0	343,922
0228	Cashier III	12	1.0	43,828	1.0	43,828	1.0	43,828
1023	Warehouse Records Clerk III	12		1		1		1
0907	Clerk V	11	5.0	207,087	4.0	164,411	4.0	164,411
0227	Cashier II	10	6.0	221,748	6.0	224,071	6.0	224,071

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	2011 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
4210	Data Entry Operator II, Sr (Courts)	10	4.0	131,053	4.0	126,666	2.0	66,454
4220	Clerk IV, Senior (Courts)	10	15.0	555,558	15.0	553,923	14.0	515,781
0906	Clerk IV	9	7.0	219,416	6.0	198,293	5.0	166,406
1021	Warehouse Records Clerk I	09	1.0	28,450	1.0	29,625	1.0	29,625
5544	General Office Assistant I	09			1.0	26,950	1.0	26,950
			94.7	\$4,079,898	90.0	\$3,909,444	84.0	\$3,695,610
06 District 6 - Markham - 3351106								
0529	Chief Deputy Clerk of Court	23	1.0	99,290	1.0	101,263	1.0	101,263
5488	Assistant Chief Deputy Clerk III	22	1.0	92,625	1.0	94,468		
0555	Court Clerk V	18	2.0	129,168	2.0	132,973	2.0	132,973
0585	Violations Supervisor II	18	1.0	64,354	1.0	64,637	1.0	64,637
0508	Court Coordinator II	17	1.0	59,994	1.0	62,113	1.0	62,113
0048	Administrative Assistant III	16	1.0	57,018	1.0	58,168	1.0	58,168
0553	Court Clerk III	16	1.0	56,830	1.0	57,943	1.0	57,943
0143	Accountant III	15			1.0	47,996		
0608	Court Clerk/Trainer	15	2.0	116,202	2.0	116,202	2.0	116,202
0047	Administrative Assistant II	14	1.0	50,661	1.0	44,023		
0174	Bookkeeper IV	14	1.0	53,970	1.0	53,970	1.0	53,970
0552	Court Clerk II	14	7.0	301,331	5.0	198,127	4.0	168,502
0142	Accountant II	13	3.0	122,955	2.0	94,811	2.0	94,811
4200	Computer Operator I, Sr (Courts)	13	1.0	46,935	1.0	47,874	1.0	47,874
0551	Court Clerk I	13	30.0	1,408,545	29.0	1,385,256	28.0	1,337,384
0046	Administrative Assistant I	12	11.0	419,775	11.0	425,239	9.0	365,989
0228	Cashier III	12	1.0	43,828	1.0	43,828	1.0	43,828
1101	Computer Operator I	12	2.0	73,255	2.0	74,514	2.0	74,514
0907	Clerk V	11	7.0	269,348	7.0	272,147	7.0	272,147
0227	Cashier II	10	6.0	222,374	6.0	223,333	6.0	223,333
4210	Data Entry Operator II, Sr (Courts)	10	1.0	38,328	1.0	38,144	1.0	38,144
4220	Clerk IV, Senior (Courts)	10	16.0	582,315	16.0	589,338	15.0	560,141
0906	Clerk IV	9	2.5	82,242	2.5	84,127	2.5	84,127
0226	Cashier I	09	2.0	67,902	2.0	68,495	2.0	68,495
0954	Data Entry Operator II	09	1.5	55,287	1.0	35,611	1.0	35,611
			103.0	\$4,514,532	99.5	\$4,414,600	91.5	\$4,062,169
Total Salaries and Positions			1,719.9	\$77,992,981	1,725.2	\$79,141,698	1,536.2	\$70,091,638
Turnover Adjustment						(9,814,501)	(2,924,537)	
Operating Funds Total			1,719.9	\$77,992,981	1,725.2	\$69,327,197	1,536.2	\$67,167,101

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

Grade	2011 Current		Department Request		President's Recommendation	
	FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
SJU	1.0	105,000	1.0	105,000	1.0	105,000
9	151.5	4,882,619	140.3	4,633,435	131.3	4,347,501
24	13.0	1,448,070	11.0	1,241,342	8.0	895,342
23	26.0	2,435,356	26.0	2,466,477	24.0	2,281,247
22	19.0	1,650,897	21.0	1,865,870	7.0	636,303
21	5.0	398,561	5.0	406,513	4.0	331,697
20	22.0	1,566,718	27.0	1,873,366	14.0	971,829
19	2.0	146,595	3.0	221,883	2.0	147,922
18	41.0	2,562,869	46.0	2,865,994	37.0	2,382,489
17	22.0	1,303,367	25.0	1,476,497	22.0	1,328,208
16	59.0	3,124,948	58.0	3,073,913	45.0	2,432,004
15	31.0	1,657,274	34.0	1,816,954	29.0	1,548,073
14	162.7	8,002,918	153.7	7,543,918	127.7	6,484,194
13	497.0	23,124,405	492.0	23,160,811	467.0	22,129,800
12	186.0	8,034,462	195.0	8,484,845	166.0	7,341,769
11	123.0	4,748,158	128.0	4,992,048	114.0	4,481,587
10	319.6	11,537,165	310.6	11,343,239	293.6	10,826,603
09	39.1	1,263,599	48.6	1,569,593	43.6	1,420,070
Total Salaries and Positions	1,719.9	\$77,992,981	1,725.2	\$79,141,698	1,536.2	\$70,091,638
Turnover Adjustment				(9,814,501)		(2,924,537)
Operating Funds Total	1,719.9	\$77,992,981	1,725.2	\$69,327,197	1,536.2	\$67,167,101

DEPARTMENT OVERVIEW

528 CLERK OF THE CIRCUIT COURT AUTOMATION FUND

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.

Mandates and Key Activities

- The 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 Clerk's Office 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.

Discussion of 2011 Activities and 2012 Initiatives

The Clerk's Office is pursuing a Countywide 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 and will continue to develop this initiative.

The Clerk's Office fully implemented an electronic filing pilot for commercial litigation cases in the Law Division and has initiated its expansion into other areas of Law and into other departments (Chancery and Civil Divisions) and into the judicial community. The program ultimately reduces the amount of paper and data entry involved, thus reducing costs.

In conjunction with the Chief Judge, the Clerk's Office commenced Interactive System Project that will allow judges to enter court order based on pre-defined judicial business process flows and the Clerk's Office intends to bring this project to full circle.

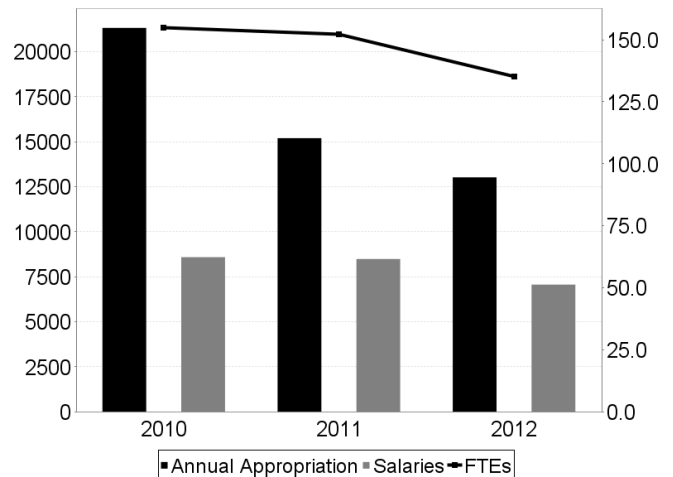
Improvement of the smartKIOSK, information portals that replaced paper listing of court calls, has proved very serviceable and will prove to be more beneficial in the future in the Clerk's Office.

The Clerk's Office is working on completing implementation of a fully integrated Court Records Imaging and Electronic Documentation Management System which will have a lot of value added benefits in the years ahead.

The Clerk's Office deployed electronic tools to increase employee effectiveness and efficiency.

The Clerk's Office also has been working on continually updating the Circuit Court web site.

Appropriations (\$ thousands)			
Fund Category	2010 Adopted	2011 Adopted	2012 Recommended
General	21,324.4	15,198.4	13,021.4
Total	21,324.4	15,198.4	13,021.4
	Adopted	Adopted	Recommended
FTE Positions	154.8	152.2	135.2



S.T.A.R. Goals/Key Performance Indicators

- Enhance Adoption of e-Filing to Other Areas of Law - In 2011 the Clerk of the Circuit Court continued to work on e-Filing pilot for commercial litigation cases in the Law Division using an automated process. In 2012 the Clerk's Office intends to expand e-filing into other departments (Chancery and Civil Divisions) and into the judicial community.
- 21st Century Information Technology - In 2011 the Clerk's Office continued to make improvements in implementing 21st Century Technology throughout the Circuit Court of Cook County's various departments.

Programs

Electronic Filing System (e-Filing)

The adoption and expansion of e-Filing to other departments in the Office of the Clerk of the Circuit Court and to attorneys and self-represented litigants that will, no doubt, increase the proportion of stakeholders in the court system who stand to save time as well as transportation-related costs. The effort stands to ease congestion in the court corridors and bring more comfort to court users.

Imaging and Document Management System (IDMS)

The Clerk's Office has embraced IDMS solution which allows court staff to image court records at the time of filing and manage that record in a document repository. The effort eliminates the need to handle court documents numerous times. The

DEPARTMENT OVERVIEW

528 CLERK OF THE CIRCUIT COURT AUTOMATION FUND

Clerk's office envisages to expand the program to other areas of law and to attorneys and self-represented litigants.

Clerk of the Circuit Court Web Site

The Clerk's Office will continue to update and upgrade the Circuit Court web site with more value-added options and features to benefit the citizens of Cook County and other stakeholders of the system.

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

Account	2011 Expend. Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
110/501010 Salaries and Wages of Regular Employees	6,616,033.97	6,991,456	5,315,708	7,061,359	69,903
120/501210 Overtime Compensation	14,148.81	168,276	25,000	25,000	(143,276)
129/501300 Salaries and Wages of Seasonal Work Employees	(3,222.32)	3,222			(3,222)
136/501400 Differential Pay	10,020.84	13,000	13,000	13,000	
170/501510 Mandatory Medicare Costs	85,881.60	127,314	87,339	87,339	(39,975)
174/501570 Pension	558,966.00	958,228	787,883	787,883	(170,345)
175/501590 Life Insurance Program	14,889.57	31,604	13,932	13,932	(17,672)
176/501610 Health Insurance	1,423,970.28	1,885,564	1,325,471	1,325,471	(560,093)
177/501640 Dental Insurance Plan	32,964.44	54,094	36,565	36,565	(17,529)
179/501690 Vision Care Insurance	13,742.12	17,120	11,456	11,456	(5,664)
183/501770 Seminars for Professional Employees		5,000	4,000	4,000	(1,000)
185/501810 Professional and Technical Membership Fees		1,000	1,000	1,000	
186/501860 Training Programs for Staff Personnel	1,375.00	20,000	15,000	15,000	(5,000)
190/501970 Transportation and Other Travel Expenses for Employees	2,561.78	5,000	5,000	5,000	
Personal Services Total	8,771,332.09	10,280,878	7,641,354	9,387,005	(893,873)
Contractual Services					
225/520260 Postage	10,000.00	10,000	10,000	10,000	
260/520830 Professional and Managerial Services	300,000.00	300,000			(300,000)
261/520890 Legal Fees Regarding Labor Matters		15,000	15,000	15,000	
Contractual Services Total	310,000.00	325,000	25,000	25,000	(300,000)
Supplies and Materials					
350/530600 Office Supplies	11,093.11	20,755	20,000	20,000	(755)
353/530640 Books, Periodicals, Publications, Archives and Data Services	643.09	2,500	10,000	10,000	7,500
388/531650 Computer Operation Supplies	39,066.74	130,000	130,000	130,000	
Supplies and Materials Total	50,802.94	153,255	160,000	160,000	6,745
Operations and Maintenance					
440/540130 Maintenance and Repair of Office Equipment	26,873.52	50,000	50,000	50,000	
441/540170 Maintenance and Repair of Data Processing Equipment and Software	785,845.75	899,574	600,000	600,000	(299,574)
444/540250 Maintenance and Repair of Automotive Equipment	4,114.42	4,115			(4,115)
445/540290 Operation of Automotive Equipment			5,000	5,000	5,000
449/540310 Op., Maint. and Repair of Institutional Equipment	4,381.00	5,885	10,000	10,000	4,115
Operations and Maintenance Total	821,214.69	959,574	665,000	665,000	(294,574)
Capital Equipment and Improvements					
579/560450 Computer Equipment	(314,909.01)	395,000			(395,000)
Capital Equipment and Improvements Total	(314,909.01)	395,000			(395,000)
Rental and Leasing					
630/550010 Rental of Office Equipment	118,797.33	310,000	301,280	301,280	(8,720)
660/550130 Rental of Facilities	5,240.00	6,000	6,000	6,000	
Rental and Leasing Total	124,037.33	316,000	307,280	307,280	(8,720)
Contingency and Special Purposes					
818/580033 Reimbursement to Designated Fund	372,196.25	488,795	136,395	136,395	(352,400)
883/580260 Cook County Administration	1,755,575.28	2,340,767	2,340,767	2,340,767	
Contingency and Special Purposes Total	2,127,771.53	2,829,562	2,477,162	2,477,162	(352,400)
Operating Funds Total	11,890,249.57	15,259,269	11,275,796	13,021,447	(2,237,822)

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

Job Code	Title	Grade	2011 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
0056	Project Director	22	1.0	77,029	1.0	75,712	1.0	75,712
0050	Administrative Assistant IV	18	1.0	67,184			1.0	67,611
1104	Computer Operator IV	18	1.0	50,756	1.0	51,784	1.0	51,784
0048	Administrative Assistant III	16	1.0	57,671	1.0	58,798	1.0	58,798
0047	Administrative Assistant II	14	1.0	32,910	1.0	33,552		
4200	Computer Operator I, Sr (Courts)	13	1.0	47,874	1.0	47,874	1.0	47,874
0046	Administrative Assistant I	12	2.0	91,640	1.0	44,702	1.0	46,938
1101	Computer Operator I	12	2.0	93,876			2.0	93,876
0907	Clerk V	11	1.0	41,740	1.0	41,740	1.0	41,740
0955	Data Entry Operator III	11	1.0	40,922	1.0	40,922	1.0	40,922
4220	Clerk IV, Senior (Courts)	10	2.0	74,244	2.0	74,244		
			15.0	\$834,350	11.0	\$627,832	11.0	\$683,759
02 Applications - 5280622								
1114	Systems Analyst V	23	1.0	90,799	1.0	92,636	1.0	92,636
1137	Manager-Systems Development	23	1.0	96,773	1.0	98,653	1.0	98,653
0566	Assistant Director of Court Records and Files	22	1.0	94,315	1.0	96,225		
0415	Recording Division Supervisor	22	1.0	80,807	1.0	82,444	1.0	82,444
0595	Director of Program Services	22	1.0	87,044	1.0	88,811	1.0	88,811
0618	Legal Systems Analyst	22	1.0	83,367				
1108	Programmer IV	22	7.5	670,053	7.5	659,427	7.5	659,427
5496	Chief Deputy Clerk III	22	1.0	89,884	1.0	91,649	1.0	91,649
5499	Methods & Procedures Analyst - CCC	22	2.0	189,152	2.0	192,988	2.0	192,988
0051	Administrative Assistant V	20		1		1		1
1107	Programmer III	20	2.0	153,585	1.0	78,917	1.0	78,917
1112	Systems Analyst III	20	2.0	132,479	2.0	135,151	2.0	135,151
0145	Accountant V	19	1.0	68,289	1.0	69,659	1.0	69,659
1104	Computer Operator IV	18	1.0	54,845	1.0	55,914	1.0	55,914
0144	Accountant IV	17	1.0	56,080	1.0	57,216		
0047	Administrative Assistant II	14	1.0	45,289			1.0	46,209
4200	Computer Operator I, Sr (Courts)	13	1.0	47,874			1.0	47,874
0046	Administrative Assistant I	12	2.0	87,656	2.0	87,656	2.0	87,656
1101	Computer Operator I	12	3.0	120,919	1.0	29,482	2.0	93,876
0955	Data Entry Operator III	11	1.0	41,740	1.0	41,740	1.0	41,740
4220	Clerk IV, Senior (Courts)	10	3.0	112,388	3.0	113,410	3.0	113,410
			34.5	\$2,403,339	28.5	\$2,071,979	29.5	\$2,077,015
03 Network Services - 5281443								
1053	Project Director III	22	1.0	81,963	1.0	83,584	1.0	83,584
0051	Administrative Assistant V	20	1.0	76,005			1.0	79,075
1112	Systems Analyst III	20	1.0	67,111	1.0	68,472	1.0	68,472
1104	Computer Operator IV	18	1.0	66,624	1.0	67,611	1.0	67,611
0048	Administrative Assistant III	16	1.0	45,365	1.0	46,276		
1118	Data Processing Coordinator	16	6.0	307,335	6.0	312,484	6.0	312,484
0047	Administrative Assistant II	14	6.0	279,637	5.0	233,128	4.0	188,558
1102	Computer Operator II	14	1.0	48,789				
4200	Computer Operator I, Sr (Courts)	13	4.0	196,284			4.0	198,678
0046	Administrative Assistant I	12	1.0	36,267				
1101	Computer Operator I	12	1.0	40,914			1.0	42,653
5466	MMIS Analyst	12			2.0	81,262	2.0	81,262

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

Job Code	Title	Grade	2011 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
0907	Clerk V	11	2.0	81,844	1.0	40,922	2.0	81,844
0955	Data Entry Operator III	11	2.0	82,662	1.0	41,740	2.0	82,662
4220	Clerk IV, Senior (Courts)	10	2.0	76,288	2.0	76,288	1.0	38,144
			30.0	\$1,487,088	21.0	\$1,051,767	26.0	\$1,325,027
04 Data Center Operations - 5280576								
0117	Director of Technical Service	23	1.0	97,665	1.0	99,643	1.0	99,643
1114	Systems Analyst V	23	1.0	98,568	1.0	100,565	1.0	100,565
1136	Manager-Applications Programming	23	1.0	84,578	1.0	86,289	1.0	86,289
1108	Programmer IV	22	4.0	325,773	4.0	328,675	4.0	328,675
1107	Programmer III	20	1.0	79,606	1.0	80,597	1.0	80,597
0251	Business Manager I	18	1.0	64,115			1.0	65,414
1104	Computer Operator IV	18	2.0	132,229	1.0	67,039	2.0	134,650
0144	Accountant IV	17	1.0	62,439		1		1
0508	Court Coordinator II	17	1.0	62,851			1.0	63,366
0554	Court Clerk IV	17	1.0	54,192	1.0	55,251	1.0	55,251
0048	Administrative Assistant III	16	1.0	54,786	1.0	55,851	1.0	55,851
0584	Violations Supervisor I	16	2.0	105,588	1.0	56,887	2.0	109,866
1103	Computer Operator III	16	3.0	165,021	1.0	58,798	3.0	167,871
0143	Accountant III	15	1.0	37,093	1.0	37,819	1.0	37,819
4205	Computer Operator II, Sr (Courts)	15	3.0	174,303			3.0	174,303
0047	Administrative Assistant II	14	3.0	149,360	3.0	151,431	3.0	151,431
1102	Computer Operator II	14	1.0	53,970			1.0	53,970
4200	Computer Operator I, Sr (Courts)	13	5.0	228,570	1.0	31,134	5.0	229,812
0046	Administrative Assistant I	12	2.0	75,083	1.0	29,332	1.0	46,938
1101	Computer Operator I	12	8.0	351,183	1.0	42,653	8.0	356,297
1234	STOREKEEPER IV	12	1.0	33,327	1.0	33,981	1.0	33,981
0907	Clerk V	11	1.0	40,922			1.0	40,922
0955	Data Entry Operator III	11	9.0	366,926	5.0	203,418	9.0	367,106
0967	Tabulating Machine Operator II	10	1.0	37,122	1.0	37,122	1.0	37,122
4210	Data Entry Operator II, Sr (Courts)	10	2.0	75,266	2.0	75,695	2.0	75,695
4220	Clerk IV, Senior (Courts)	10	3.0	113,410	3.0	113,847	3.0	113,847
0906	Clerk IV	9	4.0	130,027	3.0	94,092	2.0	65,493
0954	Data Entry Operator II	09	1.0	33,245	1.0	33,838	1.0	33,838
			65.0	\$3,287,218	36.0	\$1,873,958	61.0	\$3,166,613
05 Special Projects - 5281452								
1136	Manager-Applications Programming	23	1.0	84,837	1.0	86,554	1.0	86,554
1108	Programmer IV	22	0.7	52,097	0.7	51,081	0.7	51,081
1112	Systems Analyst III	20	1.0	70,910			1.0	73,743
0050	Administrative Assistant IV	18	1.0	65,657	1.0	66,988	1.0	66,988
0190	Graphics Technician IV	18	1.0	58,654	1.0	59,843	1.0	59,843
1103	Computer Operator III	16	1.0	56,881	1.0	58,034	1.0	58,034
0047	Administrative Assistant II	14	1.0	50,909	1.0	38,244	1.0	38,244
0906	Clerk IV	9	1.0	32,063				
5542	Data Auditor I	09			1.0	32,691	1.0	32,691
			7.7	\$472,008	6.7	\$393,435	7.7	\$467,178
Total Salaries and Positions			152.2	\$8,484,003	103.2	\$6,018,971	135.2	\$7,719,592
Turnover Adjustment						(703,263)		(658,233)
Operating Funds Total			152.2	\$8,484,003	103.2	\$5,315,708	135.2	\$7,061,359

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

Grade	2011 Current		Department Request		President's Recommendation	
	FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
9	5.0	162,090	3.0	94,092	2.0	65,493
24	1.0	158,504	1.0	158,504	1.0	158,504
23	6.0	553,220	6.0	564,340	6.0	564,340
22	21.2	1,831,484	20.2	1,750,596	19.2	1,654,371
20	8.0	579,697	5.0	363,138	7.0	515,956
19	1.0	68,289	1.0	69,659	1.0	69,659
18	9.0	560,064	6.0	369,179	9.0	569,815
17	4.0	235,562	2.0	112,468	2.0	118,618
16	15.0	792,647	12.0	647,128	14.0	762,904
15	4.0	211,396	1.0	37,819	4.0	212,122
14	14.0	660,864	10.0	456,355	10.0	478,412
13	11.0	520,602	2.0	79,008	11.0	524,238
12	22.0	930,865	9.0	349,068	20.0	883,477
11	17.0	696,756	10.0	410,482	17.0	696,936
10	13.0	488,718	13.0	490,606	10.0	378,218
09	1.0	33,245	2.0	66,529	2.0	66,529
Total Salaries and Positions	152.2	\$8,484,003	103.2	\$6,018,971	135.2	\$7,719,592
Turnover Adjustment				(703,263)		(658,233)
Operating Funds Total	152.2	\$8,484,003	103.2	\$5,315,708	135.2	\$7,061,359

DEPARTMENT OVERVIEW

529 CLERK OF THE CIRCUIT COURT DOCUMENT STORAGE FUND

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.

Mandates and Key Activities

- Under the Illinois Constitution, the Clerk of the Circuit Court is a part of the judicial branch of State government. The Clerk of the Circuit Court is the official record keeper of all judicial matters in the court system..
- The Clerk of the Circuit Court manages Court records throughout the Circuit Court. 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.
- The Clerk is mandated to collect and disburse document storage funds as provided for 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.

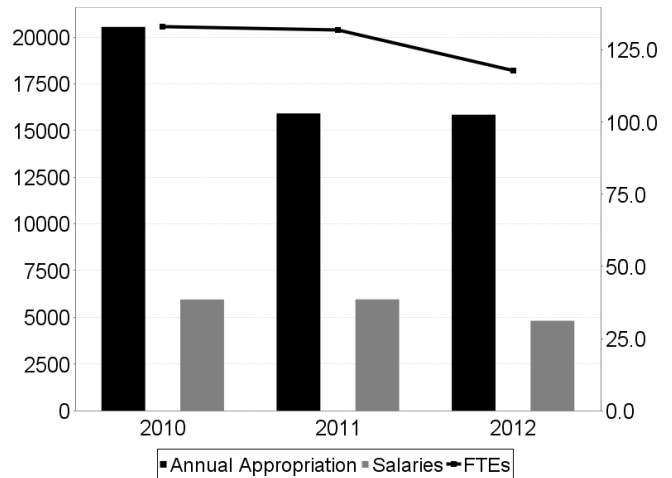
Discussion of 2011 Activities and 2012 Initiatives

The Clerk of the Circuit Court continued to adapt cutting-edge technologies that will enhance simultaneous filming and imaging of documents and file accession process, thereby increasing operating and management efficiency.

A federal grant was procured by the Clerk’s Office and is in use toward the completion of indexing and microfilming of naturalization records created between 1906 and 1929. The Clerk’s Office will continue to use new grants towards microfilming of naturalization records.

Continue to foster partnerships in automation between Illinois Integrated Justice Information System Implementation Board and the Cook County Integrated Criminal Justice Information System Committee.

Fund Category	Appropriations (\$ thousands)		
	2010 Adopted	2011 Adopted	2012 Recommended
General	20,545.8	15,915.4	15,846.6
Total	20,545.8	15,915.4	15,846.6
	Adopted	Adopted	Recommended
FTE Positions	133.0	132.0	118.0



S.T.A.R. Goals/Key Performance Indicators

- Federal Grant for Indexing – A federal grant was awarded for the purpose of indexing of 400,000 naturalization records created during the years 1906 to 1929. To complete the project with the least possible cost, the Clerk’s office hired the minimum number of experts needed including a number of volunteers.
- Continuance of Imaging and Document Management System (IDMS) - The Clerk’s Office has embraced IDMS solution which allows court staff to image court records at the time of filing and manage that record in a document repository. The effort eliminates the need to handle court documents numerous times. The Clerk’s Office envisages to expand the program to other areas of law and to attorneys and self-represented litigants.

Programs

Imaging and Document Management System (IDMS)

The Clerk’s Office will continue to embrace IDMS solution in order to alleviate the need to handle court documents multiple times.

Federal Grants for Microfilming of Naturalization Records

Federal grants would make possible microfilming and preservation of 400,000 naturalization records created during the years 1906 to 1929. In 2012, the Clerk’s Office will continue to strive to secure new grants and funding opportunities.

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENT 529 - CLERK OF THE CIRCUIT COURT DOCUMENT STORAGE FUND

Account	2011 Expend. Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
110/501010 Salaries and Wages of Regular Employees	4,564,782.95	4,917,285	5,241,783	4,815,894	(101,391)
120/501210 Overtime Compensation	70,055.40	715,440	50,000	50,000	(665,440)
136/501400 Differential Pay	2,238.09	3,000	3,000	3,000	
170/501510 Mandatory Medicare Costs	63,759.79	87,018	84,628	84,628	(2,390)
174/501570 Pension	378,001.00	648,002	745,196	745,196	97,194
175/501590 Life Insurance Program	10,387.51	21,626	13,523	13,523	(8,103)
176/501610 Health Insurance	1,182,235.95	1,627,273	1,611,933	1,611,933	(15,340)
177/501640 Dental Insurance Plan	27,926.06	41,202	39,640	39,640	(1,562)
179/501690 Vision Care Insurance	10,614.44	14,760	14,085	14,085	(675)
183/501770 Seminars for Professional Employees	1,850.00	2,500	2,000	2,000	(500)
185/501810 Professional and Technical Membership Fees	2,725.00	3,000	3,000	3,000	
186/501860 Training Programs for Staff Personnel	4,467.23	5,000	4,000	4,000	(1,000)
190/501970 Transportation and Other Travel Expenses for Employees	741.00	5,000	3,000	3,000	(2,000)
Personal Services Total	6,319,784.42	8,091,106	7,815,788	7,389,899	(701,207)
Contractual Services					
225/520260 Postage	40,000.00	40,000	40,000	40,000	
240/520490 External Graphics and Reproduction Services	672,300.39	947,676	947,676	947,676	
260/520830 Professional and Managerial Services	198,362.47	460,000	392,469	392,469	(67,531)
261/520890 Legal Fees Regarding Labor Matters		10,000	10,000	10,000	
Contractual Services Total	910,662.86	1,457,676	1,390,145	1,390,145	(67,531)
Supplies and Materials					
320/530100 Wearing Apparel	5,440.50	26,451	5,000	5,000	(21,451)
350/530600 Office Supplies	35,791.31	50,000	55,000	55,000	5,000
353/530640 Books, Periodicals, Publications, Archives and Data Services		2,000	500	500	(1,500)
355/530700 Photographic and Reproduction Supplies	3,481.23	55,000	55,000	55,000	
388/531650 Computer Operation Supplies	15,471.49	400,000	470,000	470,000	70,000
Supplies and Materials Total	60,184.53	533,451	585,500	585,500	52,049
Operations and Maintenance					
440/540130 Maintenance and Repair of Office Equipment	2,249.00	20,000	20,000	20,000	
441/540170 Maintenance and Repair of Data Processing Equipment and Software	58,740.90	140,000	175,000	175,000	35,000
444/540250 Maintenance and Repair of Automotive Equipment	1,976.84	40,000	30,000	30,000	(10,000)
445/540290 Operation of Automotive Equipment	38,005.84	45,000	45,000	45,000	
449/540310 Op., Maint. and Repair of Institutional Equipment	7,095.00	21,243	14,000	14,000	(7,243)
Operations and Maintenance Total	108,067.58	266,243	284,000	284,000	17,757
Capital Equipment and Improvements					
521/560420 Institutional Equipment	13,850.00				
599/567510 Reimbursement for Capital Equipment			75,260	75,260	75,260
Capital Equipment and Improvements Total	13,850.00		75,260	75,260	75,260
Rental and Leasing					
630/550010 Rental of Office Equipment		190,000	250,720	250,720	60,720
660/550130 Rental of Facilities	512,633.40	802,840	762,440	762,440	(40,400)
Rental and Leasing Total	512,633.40	992,840	1,013,160	1,013,160	20,320

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENT 529 - CLERK OF THE CIRCUIT COURT DOCUMENT STORAGE FUND

Account	2011 Expend. Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Contingency and Special Purposes					
818/580033 Reimbursement to Designated Fund	1,951,209.75	2,601,613	400,000	400,000	(2,201,613)
883/580260 Cook County Administration	1,479,353.22	1,972,471	1,972,471	4,708,636	2,736,165
Contingency and Special Purposes Total	3,430,562.97	4,574,084	2,372,471	5,108,636	534,552
Operating Funds Total	11,355,745.76	15,915,400	13,536,324	15,846,600	(68,800)
(717) New/Replacement Capital Equipment - 71700529					
521/560420 Institutional Equipment		60,000			(60,000)
530/560510 Office Furnishings and Equipment		460,000	468,530	460,265	265
549/560610 Vehicle Purchase		130,046	77,400	36,000	(94,046)
579/560450 Computer Equipment		225,000	757,000	757,000	532,000
		875,046	1,302,930	1,253,265	378,219
Total Capital Equipment Request Total		875,046	1,302,930	1,253,265	378,219

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	2011 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
01 Records Management								
01 Record Center Administration - 5290567								
0118	Financial Control Officer	24			1.0	110,000	1.0	110,000
0134	Financial Control Officer	24	1.0	110,000				
0051	Administrative Assistant V	20	1.0	64,016	1.0	65,314		
0577	Criminal Records Supervisor II	20	1.0	55,383	1.0	56,492	1.0	56,492
0050	Administrative Assistant IV	18	3.0	188,940	3.0	192,713	3.0	192,713
0555	Court Clerk V	18	1.0	62,761	1.0	64,021	1.0	64,021
1104	Computer Operator IV	18	1.0	58,798	1.0	59,976	1.0	59,976
0554	Court Clerk IV	17	3.0	164,678	3.0	166,685	3.0	166,685
0048	Administrative Assistant III	16	4.0	218,706	3.0	165,306	3.0	165,306
0584	Violations Supervisor I	16	1.0	52,511	1.0	53,541	1.0	53,541
0553	Court Clerk III	16	1.0	58,072	1.0	51,784	1.0	51,784
4092	Court Clerk II Senior (Courts)	15	1.0	41,264	1.0	42,092	1.0	42,092
0047	Administrative Assistant II	14	3.0	146,033	3.0	148,914	3.0	148,914
0046	Administrative Assistant I	12	2.0	91,640	2.0	91,640	2.0	91,640
1023	Warehouse Records Clerk III	12	1.0	44,702	1.0	44,702	1.0	44,702
1101	Computer Operator I	12	1.0	32,324				
5546	General Office Assistant IV	12			1.0	32,955	1.0	32,955
1022	Warehouse Records Clerk II	11	1.0	41,740	1.0	41,740	1.0	41,740
4215	Warehouse Records Clerk I, Senior	10	1.0	34,657	1.0	34,657	1.0	34,657
4220	Clerk IV, Senior (Courts)	10	4.0	151,554	4.0	152,596	4.0	152,596
0906	Clerk IV	9	1.0	31,412	1.0	32,718	1.0	32,718
1021	Warehouse Records Clerk I	09	1.0	34,657	1.0	35,094	1.0	35,094
			33.0	\$1,683,848	32.0	\$1,642,940	31.0	\$1,577,626
02 Record Center - Data Administration - 5290568								
5496	Chief Deputy Clerk III	22	1.0	97,347	1.0	99,298	1.0	99,298
			1.0	\$97,347	1.0	\$99,298	1.0	\$99,298
03 Record Center Operations - 5290569								
0529	Chief Deputy Clerk of Court	23	1.0	81,541	1.0	83,141	1.0	83,141
0293	Administrative Analyst III	21	1.0	67,111	1.0	68,472	1.0	68,472
0548	Deputy Clerk of Circuit Court	20	1.0	73,227	1.0	74,696	1.0	74,696
0577	Criminal Records Supervisor II	20	1.0	75,646	1.0	77,176	1.0	77,176
0508	Court Coordinator II	17	1.0	58,541	1.0	59,727	1.0	59,727
0048	Administrative Assistant III	16	3.0	145,760	3.0	146,737	2.0	92,450
0143	Accountant III	15	1.0	39,847	1.0	40,646	1.0	40,646
0047	Administrative Assistant II	14	2.0	92,620	2.0	81,233	1.0	38,864
4225	Warehouse Records Clerk IV	13	7.0	295,401	7.0	299,040	6.0	268,404
0046	Administrative Assistant I	12	2.0	90,766	2.0	91,200	2.0	91,200
1023	Warehouse Records Clerk III	12	7.0	313,214	5.0	225,748	5.0	225,748
0907	Clerk V	11	5.0	206,246	5.0	206,246	5.0	206,246
1022	Warehouse Records Clerk II	11	6.0	245,532	6.0	246,881	6.0	246,881
0967	Tabulating Machine Operator II	10	1.0	38,144	1.0	38,144	1.0	38,144
4215	Warehouse Records Clerk I, Senior	10	3.0	114,432	3.0	114,432	3.0	114,432
4220	Clerk IV, Senior (Courts)	10	2.0	78,996	2.0	78,996	2.0	78,996
0906	Clerk IV	9	8.0	277,562	7.0	246,775	7.0	246,775
0993	Photo Machine Operator III	09	1.0	28,440	1.0	29,625	1.0	29,625
1021	Warehouse Records Clerk I	09	3.0	104,514	3.0	105,287	3.0	105,287
			56.0	\$2,427,540	53.0	\$2,314,202	50.0	\$2,186,910

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	2011 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
03 Micrographic Division								
01 Archives - 5290578								
1112	Systems Analyst III	20	1.0	77,137	1.0	78,702	1.0	78,702
0555	Court Clerk V	18	1.0	63,797	1.0	65,089	1.0	65,089
0048	Administrative Assistant III	16	1.0	49,252	1.0	49,967		
4220	Clerk IV, Senior (Courts)	10	1.0	38,144	1.0	38,144	1.0	38,144
0906	Clerk IV	9	4.0	130,532	4.0	132,801	3.0	103,971
			8.0	\$358,862	8.0	\$364,703	6.0	\$285,906
02 Micrographic Division - 5290571								
0415	Recording Division Supervisor	22	1.0	90,799	1.0	92,636	1.0	92,636
0051	Administrative Assistant V	20	1.0	67,335	1.0	68,682		
0047	Administrative Assistant II	14	4.0	189,149	4.0	192,340	4.0	192,340
0046	Administrative Assistant I	12	6.0	241,109	6.0	245,337	6.0	245,337
0141	Accountant I	11	1.0	40,922	1.0	40,921	1.0	40,921
0907	Clerk V	11	11.0	422,403	11.0	426,969	9.0	369,767
4220	Clerk IV, Senior (Courts)	10	2.0	74,245	2.0	74,245	2.0	74,245
0906	Clerk IV	9	8.0	265,832	8.0	268,851	7.0	240,250
			34.0	\$1,391,794	34.0	\$1,409,981	30.0	\$1,255,496
Total Salaries and Positions			132.0	\$5,959,391	128.0	\$5,831,124	118.0	\$5,405,236
Turnover Adjustment						(589,341)		(589,342)
Operating Funds Total			132.0	\$5,959,391	128.0	\$5,241,783	118.0	\$4,815,894

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

Grade	2011 Current		Department Request		President's Recommendation	
	FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
9	21.0	705,338	20.0	681,145	18.0	623,714
24	1.0	110,000	1.0	110,000	1.0	110,000
23	1.0	81,541	1.0	83,141	1.0	83,141
22	2.0	188,146	2.0	191,934	2.0	191,934
21	1.0	67,111	1.0	68,472	1.0	68,472
20	6.0	412,744	6.0	421,062	4.0	287,066
18	6.0	374,296	6.0	381,799	6.0	381,799
17	4.0	223,219	4.0	226,412	4.0	226,412
16	10.0	524,301	9.0	467,335	7.0	363,081
15	2.0	81,111	2.0	82,738	2.0	82,738
14	9.0	427,802	9.0	422,487	8.0	380,118
13	7.0	295,401	7.0	299,040	6.0	268,404
12	19.0	813,755	17.0	731,582	17.0	731,582
11	24.0	956,843	24.0	962,757	22.0	905,555
10	14.0	530,172	14.0	531,214	14.0	531,214
09	5.0	167,611	5.0	170,006	5.0	170,006
Total Salaries and Positions	132.0	\$5,959,391	128.0	\$5,831,124	118.0	\$5,405,236
Turnover Adjustment				(589,341)		(589,342)
Operating Funds Total	132.0	\$5,959,391	128.0	\$5,241,783	118.0	\$4,815,894

DEPARTMENT OVERVIEW

567 CLERK OF THE CIRCUIT COURT ADMINISTRATIVE FUND

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.

Mandates and Key Activities

- Under the Illinois Constitution, 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 keeper of records for all judicial matters in the court system.
- The Clerk’s Office is mandated to create a Circuit Court Operation and Administrative Fund to be used to offset the costs incurred in performing the additional duties required to collect and disburse funds to the entities of State and local governments as provided by law (705 ILCS 105/27.2D).
- More than 400 judges hear traffic, civil, criminal, juvenile and all other types of cases originating in Chicago and Suburban Cook County. The Office of the Clerk of Cook County keeps track of information by maintaining computerized records of each court case and creates and updates continuously Court records as soon as a case or suit is filed with the Circuit Court and throughout the duration of the case.

Discussion of 2011 Activities and 2012 Initiatives

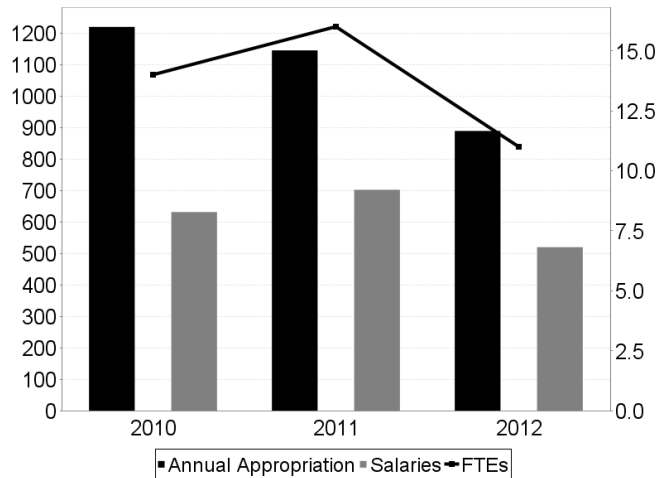
In 2011 the Clerk’s Office implemented the payment of traffic fines via the internet. Fines, fees and costs were also paid in the Clerk’s Office via Electronic Debit.

The Clerk’s Office was able to transfer funds to the County via ACH. Also, Bail Bond refunds to attorneys were implemented via Electronic Transfer.

The Clerk’s Office undertakes a campaign to continue emphasis on 21st Century information technology, operational efficiency, improved customer service, employee development and training, and financial accountability.

The Clerk’s Office will continue to review operations for cost-savings initiatives.

Fund Category	Appropriations (\$ thousands)		
	2010 Adopted	2011 Adopted	2012 Recommended
General	1,219.7	1,145.1	889.0
Total	1,219.7	1,145.1	889.0
	Adopted	Adopted	Recommended
FTE Positions	14.0	16.0	11.0



S.T.A.R. Goals/Key Performance Indicators

- Collect Administrative Funds – In 2011 the Clerk’s Office collected and ably acted as the custodian of the Administrative Fund and will continue to do the same in 2012.
- Collect and Defray Incurred Expenses - In 2011 the Clerk of the Circuit Court used the Administrative Funds to defray the expenses incurred in performing the additional duties required to collect and disburse funds to entities of state and local governments, and will continue to do same in 2012.

Programs

Collect Administrative Funds

The Clerk of the Circuit Court will continue to emphasize cost-effectiveness, integrity and transparency in the collection of Administrative Funds.

Payment of Incurred Expenses

The Clerk of the Circuit Court of Cook County as the custodian of the Administrative Fund will continue to defray the expenses incurred in establishing and maintaining the Administrative Fund used in disbursing funds to entities of state and local governments.

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

Account	2011 Expend. Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
110/501010 Salaries and Wages of Regular Employees	563,257.22	633,265	422,619	519,631	(113,634)
120/501210 Overtime Compensation	1,050.85				
170/501510 Mandatory Medicare Costs	7,143.93	10,190	6,960	6,960	(3,230)
174/501570 Pension	48,355.00	82,894	79,767	79,767	(3,127)
175/501590 Life Insurance Program	1,202.98	2,538	1,119	1,119	(1,419)
176/501610 Health Insurance	165,280.54	212,604	170,224	170,224	(42,380)
177/501640 Dental Insurance Plan	3,569.37	5,271	4,256	4,256	(1,015)
179/501690 Vision Care Insurance	2,205.48	1,891	1,430	1,430	(461)
183/501770 Seminars for Professional Employees		250	250	250	
185/501810 Professional and Technical Membership Fees	150.00	250	250	250	
186/501860 Training Programs for Staff Personnel	1,471.40	2,000	2,000	2,000	
190/501970 Transportation and Other Travel Expenses for Employees	7.00	1,000	1,000	1,000	
Personal Services Total	793,693.77	952,153	689,875	786,887	(165,266)
Contractual Services					
225/520260 Postage	11,830.00	11,830	5,000	5,000	(6,830)
Contractual Services Total	11,830.00	11,830	5,000	5,000	(6,830)
Supplies and Materials					
350/530600 Office Supplies	1,931.84	5,000	2,000	2,000	(3,000)
Supplies and Materials Total	1,931.84	5,000	2,000	2,000	(3,000)
Operations and Maintenance					
440/540130 Maintenance and Repair of Office Equipment	20,257.66	54,000	54,000	54,000	
Operations and Maintenance Total	20,257.66	54,000	54,000	54,000	
Rental and Leasing					
630/550010 Rental of Office Equipment		17,423	4,500	4,500	(12,923)
Rental and Leasing Total		17,423	4,500	4,500	(12,923)
Contingency and Special Purposes					
883/580260 Cook County Administration	78,497.28	104,663	36,631	36,631	(68,032)
Contingency and Special Purposes Total	78,497.28	104,663	36,631	36,631	(68,032)
Operating Funds Total	906,210.55	1,145,069	792,006	889,018	(256,051)

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

Job Code	Title	Grade	2011 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	3.0	176,669	2.0	105,969	3.0	179,930
0144	Accountant IV	17	3.0	145,701	1.0	63,366	1.0	63,366
0231	Cashier Division Supervisor II	16	1.0	39,191	1.0	39,800		
0143	Accountant III	15	3.0	131,597	2.0	86,218	2.0	92,022
0230	Cashier Division Supervisor I	14	3.0	110,714	3.0	112,934	3.0	112,934
0173	Bookkeeper III	11	1.0	28,145				
0227	Cashier II	10	1.0	38,144	1.0	38,144	1.0	38,144
0226	Cashier I	09	1.0	31,889	1.0	33,235	1.0	33,235
			16.0	\$702,050	11.0	\$479,666	11.0	\$519,631
Total Salaries and Positions			16.0	\$702,050	11.0	\$479,666	11.0	\$519,631
Turnover Adjustment						(57,047)		
Operating Funds Total			16.0	\$702,050	11.0	\$422,619	11.0	\$519,631

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

Grade	2011 Current		Department Request		President's Recommendation	
	FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
19	3.0	176,669	2.0	105,969	3.0	179,930
17	3.0	145,701	1.0	63,366	1.0	63,366
16	1.0	39,191	1.0	39,800		
15	3.0	131,597	2.0	86,218	2.0	92,022
14	3.0	110,714	3.0	112,934	3.0	112,934
11	1.0	28,145				
10	1.0	38,144	1.0	38,144	1.0	38,144
09	1.0	31,889	1.0	33,235	1.0	33,235
Total Salaries and Positions	16.0	\$702,050	11.0	\$479,666	11.0	\$519,631
Turnover Adjustment				(57,047)		
Operating Funds Total	16.0	\$702,050	11.0	\$422,619	11.0	\$519,631

DEPARTMENT OVERVIEW

580 CLERK OF THE CIRCUIT COURT ELECTRONIC CITATION FUND

Mission

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.

Mandates and Key Activities

- Under the Illinois Constitution, 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 keeper of records for the Circuit Court of Cook County.
- Per Illinois Statute, the Clerk of the Circuit Court is the custodian, ex officio, of the Circuit Court Clerk Electronic Citation Fund and is mandated to use the Fund for establishing and maintaining electronic citations (705 ILCS 105/27.3E).
- The Clerk of the Circuit Court Electronic 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.

Discussion of 2011 Activities and 2012 Initiatives

In 2011 the Electronic Citation Fund was established in the Clerk's Office and is used in maintaining electronic citations in traffic, misdemeanor, municipal ordinance and conservation cases upon a judgment of guilty or grant of supervision. The Clerk of the Circuit Court will continue to effectively use the established fund to accomplish desired goals.

S.T.A.R. Goals/Key Performance Indicators

- Collect Electronic Citation Funds – In 2011 the Clerk's Office collected Electronic Citation Fund and acted as its custodian, and will continue to do the same in 2012.
- Defray Incurred Expenses in Electronic Citations - In 2011 the Clerk of the Circuit Court used the Electronic Citation Funds to defray the expenses incurred in establishing and maintaining electronic citations in traffic, misdemeanor and conservation cases upon a judgment of guilty or grant of supervision, and will continue to do so in 2012.

Programs

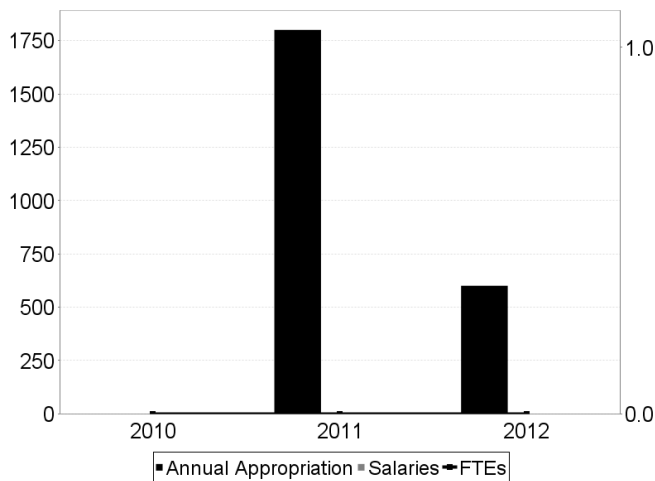
Collection of Electronic Citation Funds

The Clerk of the Circuit Court will continue to emphasize cost-effectiveness, integrity and transparency in the collection of Electronic Citation Funds.

Incurred Expenses of Electronic Citations

The Clerk of the Circuit Court of Cook County will continue to apply funds generated by the Electronic Citation Fund to defray the expenses incurred in establishing and maintaining electronic citations in traffic, misdemeanor and conservation cases with an eye on increasing revenue and cutting costs.

Appropriations (\$ thousands)			
Fund Category	2010 Adopted	2011 Adopted	2012 Recommended
General	0	1,800.0	600.0
Total	0	1,800.0	600.0
Adopted Adopted Recommended			
FTE Positions	0	0	0



DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENT 580 - CLERK OF THE CIRCUIT COURT ELECTRONIC CITATION FUND

Account	2011 Expend. Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Contingency and Special Purposes					
818/580033 Reimbursement to Designated Fund		1,800,000	600,000	600,000	(1,200,000)
Contingency and Special Purposes Total		1,800,000	600,000	600,000	(1,200,000)
Operating Funds Total		1,800,000	600,000	600,000	(1,200,000)