

FTE Classifications

Financial & Administrative - BCC (513)

The costs of providing financial and administrative services. This activity includes, budgeting, Board Finance, printing, stores, property control, Board Records (minutes and VAB), internal auditing. This activity also includes an allocation of the following: the Clerk's administrative office (including the Clerk), Clerk's Accounting, purchasing, and personnel related to providing administrative services to staff in Board Finance, printing, stores, property control, Board Records and internal auditing. This should be calculated based on the ratio of total FTE's for UAS code 513.00 to the total FTE's of the office excluding the administrative FTE's. The portion of the cost of providing administrative services to staff in Recording, marriage licenses, etc. should be reported in UAS code 519.00.

General Government - BCC or County Recorder (519)

Cost of other government services, which are not specifically, classified within other activity classifications such as recording services, marriage licenses, passports, tax deed sales, and non-court portion records management (for archival purposes). The court portion of records management should be charged to UAS code 604.00. This activity also includes an allocation of the following: the Clerk's administrative office (including the Clerk), Clerk's Accounting, purchasing, and personnel related to administering and providing service to staff in Recording Services, marriage licenses and passports tax deeds, etc. This should be calculated based on the ratio of total FTE's in UAS code 519.00 to the total FTE's of the office excluding the administrative FTE's. The portion of the cost of providing administrative services to Board Finance, printing, stores, property control, Board Records and internal auditing, etc. should be reported in UAS code 513.00 and the portion of the cost of providing administrative services to court related functions should be included in UAS code 604.00.

Clerk of Court Administration- General Administration (604)

All personnel, contractual and operating costs associated with court administration within the clerk of court's office. This includes court related portion of the following offices of the Clerk: Elected Clerk, Clerk's Administration, Clerk's Accounting, personnel/HR, purchasing. This should be calculated based on the ratio of total court related FTE's in UAS codes 604.00 through 764.00 to total FTE's of the office excluding administrative FTE's. The portion of the cost of providing administrative services to board finance, internal audit, records management (non-court), printing, stores, property control, board records, etc. should be reported in UAS code 513.00. The portion of the cost of providing administrative services to staff in Recording, marriage licenses, etc. should be reported in UAS code 519.00.

Jury Management – General Administration (608)

All personnel, contractual and operating costs associated with staff support for juries and juror reimbursement (including grand and petit juries). Do not allocate to other court divisions.

Clerk of Court - Circuit Court Criminal (614)

All personnel, contractual and operating costs associated with circuit court criminal case management and operations including appeals.

Clerk of Court – Circuit Court Civil (634)

All personnel, contractual and operating costs associated with circuit court civil case management and operations including appeals.

Clerk of Court – Circuit Court Family (654)

All personnel, contractual and operating costs associated with circuit court family case management and operations. This includes child support, domestic violence, dissolution of marriage, adoptions, paternity, custody, visitations and termination of parental rights.

Clerk of the Court – Circuit Court Juvenile (674)

All personnel, contractual and operating costs associated with clerk of court circuit court juvenile case management and operations for delinquency and dependency.

Clerk of Court – Circuit Court Probate (694)

All personnel, contractual and operating costs associated with clerk of court circuit court probate case management and operations.

Clerk of Court – County Court Criminal (724)

All personnel, contractual and operating costs associated with county court-criminal case management and operations. *This also includes processing of county and municipal ordinance violations such as curfews, false alarms, etc.* Do not include cost of traffic court operations that should be included in UAS code 764.00.

Clerk of Court – County Court Civil (744)

All personnel, contractual and operating costs associated with clerk of court county court - civil case management and operations.

Clerk of Court - Traffic Criminal and Civil (764)

All personnel contractual and operating costs associated with clerk of court traffic case management and operations (criminal and civil).

FTE-

Full-time equivalent represents positions, not specific employees, and is displayed as 1.00 for a position working 100% of the time. Positions working fewer hours are represented as a lesser percent (e.g., 0.50 FTE for half-time positions).