

23 Circuit Court Clerk - At A Glance

Mission To provide an unparalleled level of customer satisfaction through exceptional service and technological accessibilities, the Davidson County Circuit Court Clerk's office is dedicated to maintaining records with accuracy, integrity, ingenuity and transparency while also serving the needs of the judiciary, legal professionals and community.

Budget Summary

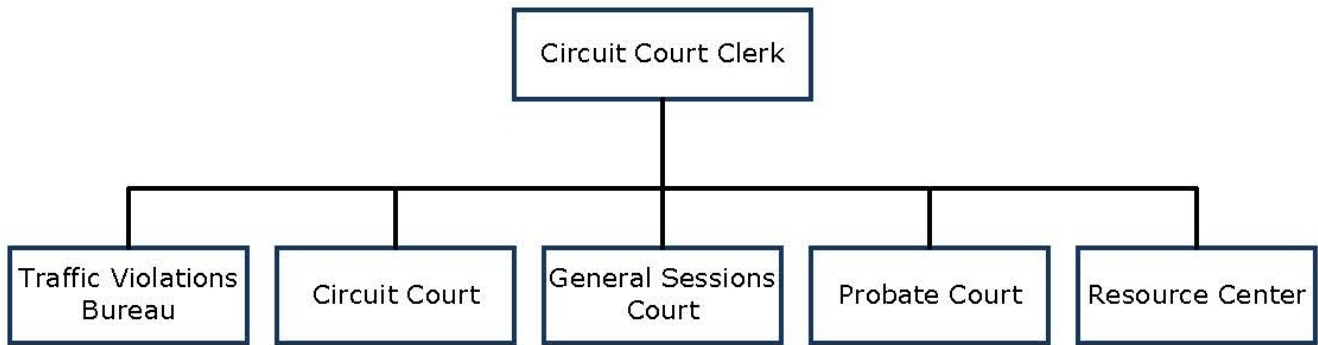
	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>
Expenditures and Transfers:			
GSD General Fund	\$3,508,700	\$3,677,500	\$3,829,200
Total Expenditures and Transfers	<u>\$3,508,700</u>	<u>\$3,677,500</u>	<u>\$3,829,200</u>
Revenue and Transfers:			
Program Revenue			
Charges, Commissions, and Fees	\$300,000	\$400,000	\$400,000
Other Governments and Agencies	0	0	0
Other Program Revenue	0	0	0
Total Program Revenue	<u>\$300,000</u>	<u>\$400,000</u>	<u>\$400,000</u>
Non-Program Revenue			
Transfers from Other Funds and Units	\$2,154,500	\$2,369,000	\$2,537,500
	0	0	0
Total Revenue and Transfers	<u>\$2,454,500</u>	<u>\$2,769,000</u>	<u>\$2,937,500</u>
Expenditures per Capita	\$4.96	\$5.16	\$5.33

Position	Total Budgeted Positions	41	41	41
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Contacts	Circuit Court Clerk: Joseph Day;	email: josephday@jnsnashville.gov
	Chief Deputy of Administrative Service and Legal Affairs: Brittany Hayes	email: brittanyhayes@jnsnashville.gov
	1 Public Square Suite 301 Nashville, TN 37201	Phone: 615-862-5181

23 Circuit Court Clerk – At A Glance

Organizational Structure



23 Circuit Court Clerk - At a Glance

Budget Changes and Impact Highlights

Recommendation			Impact
Non-Allocated Financial Transactions			
Pay Plan Allocation	GSD	\$189,600	Supports the hiring and retention of a qualified workforce.
Budget Adjustment Savings	GSD	(51,900)	Department's share of 1.41% Budget Adjustment Savings
Internal Service Charges*	GSD	14,000	Delivery of centrally provided services including information systems, fleet management, radio, and surplus property.
General Services District Total		\$151,700	
	TOTAL	\$151,700	

GSD - General Services District

* See Internal Service Charges section for details

23 Circuit Court Clerk - Financial

GSD General Fund						
	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2025 Budget	FY24-FY25 Difference	FY24-FY25 % Change
OPERATING EXPENSE:						
PERSONNEL SERVICES	3,087,000	2,707,186	3,252,200	3,441,800	189,600	5.83%
OTHER SERVICES:						
Utilities	300	239	300	300	0	0.00%
Professional & Purchased Services	0	560	0	0	0	0.00%
Travel Tuition and Dues	0	0	0	0	0	0.00%
Communications	151,000	165,493	164,000	175,300	11,300	6.89%
Repairs and Maintenance Services	123,200	84,523	110,200	83,200	(27,000)	-24.50%
Internal Service Fees	114,700	114,700	118,300	132,300	14,000	11.83%
Other Expense	32,500	22,544	32,500	(3,700)	(36,200)	-111.38%
TOTAL OTHER SERVICES	421,700	388,060	425,300	387,400	(37,900)	-8.91%
TOTAL OPERATING EXPENSES	3,508,700	3,095,245	3,677,500	3,829,200	151,700	4.13%
TRANSFERS TO OTHER FUNDS	0	0	0	0	0	0.00%
TOTAL EXPENSES & TRANSFERS	3,508,700	3,095,245	3,677,500	3,829,200	151,700	4.13%
PROGRAM REVENUE:						
Charges, Commissions, & Fees	300,000	300,000	400,000	400,000	0	0.00%
Federal (Direct & Pass Through)	0	0	0	0	0	0.00%
State Direct	0	0	0	0	0	0.00%
Other Government Agencies	0	0	0	0	0	0.00%
Other Program Revenue	0	0	0	0	0	0.00%
TOTAL PROGRAM REVENUE	300,000	300,000	400,000	400,000	0	0.00%
NON-PROGRAM REVENUE:						
Property Taxes	0	0	0	0	0	0.00%
Local Option Sales Tax	0	0	0	0	0	0.00%
Other Tax, Licenses & Permits	0	0	0	0	0	0.00%
Fines, Forfeits & Penalties	2,154,500	2,587,859	2,369,000	2,537,500	168,500	7.11%
Compensation from Property	0	0	0	0	0	0.00%
TOTAL NON-PROGRAM REVENUE	2,154,500	2,587,859	2,369,000	2,537,500	168,500	7.11%
TRANSFERS FROM OTHER FUNDS	0	0	0	0	0	0.00%
TOTAL REVENUE & TRANSFERS	2,454,500	2,887,859	2,769,000	2,937,500	168,500	6.09%
Expenditures Per Capita	\$4.96	\$4.38	\$5.16	\$5.33	\$0.17	3.29%

23 Circuit Court Clerk - Financial

Title	Grade	Class	FY2023 Budgeted		FY2024 Budgeted		FY2025 Budgeted		Variance	
			Pos.	FTE	Pos.	FTE	Pos.	FTE	Pos.	FTE
GSD General 10101										
Administrative Assistant	ST09	07241	3	3.00	3	3.00	3	3.00	0	0.00
Administrative Services Officer 2	OR01	07243	1	1.00	1	1.00	1	1.00	0	0.00
Administrative Services Officer 3	OR03	07244	4	4.00	4	4.00	4	4.00	0	0.00
Chief Dpty Clerk-Gen Sess Ct	OR07	01056	1	1.00	1	1.00	1	1.00	0	0.00
Computer Operations Shift Supervisor	ST11	01302	1	1.00	1	1.00	1	1.00	0	0.00
Court Clerk	ST06	01340	6	6.00	6	6.00	6	6.00	0	0.00
Finance Officer Senior	OR06	11178	1	1.00	1	1.00	1	1.00	0	0.00
Office Support Rep	ST05	11040	7	7.00	7	7.00	7	7.00	0	0.00
Office Support Rep Senior	ST06	11041	4	4.00	4	4.00	4	4.00	0	0.00
Technical Specialist 2	OR06	07757	1	1.00	1	1.00	1	1.00	0	0.00
Warrant Officer 1	ST08	07419	10	10.00	10	10.00	10	10.00	0	0.00
Warrant Officer 2	ST09	05340	2	2.00	2	2.00	2	2.00	0	0.00
10101 Total Positions & FTEs			41	41.00	41	41.00	41	41.00	0	0.00

Department Totals			41	41.00	41	41.00	41	41.00	0	0.00
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23 Circuit Court Clerk Program Purpose Statements

Circuit Court Clerk's Office and General Sessions Civil Division Office

Circuit Court Clerk's Office and General Sessions Civil Division Office

The purpose of the Circuit Court Clerk's Office and General Sessions Civil Division Office Program is to file and maintain all records associated with cases filed in the Circuit Court Clerk's Office and the General Sessions Civil Division Office.

Probate Court Clerk's Office Line of Business

Probate Court Clerk's Office

The purpose of the Probate Court Clerk's Office Line of Business is to file and maintain all records associated with cases filed in the Probate Court Clerk's Office.

Traffic Violations Bureau Line of Business

Traffic Violations Bureau

The purpose of the Traffic Violations Bureau Program is to process moving tickets issued by the Metropolitan Police Department, Airport Authority, Vanderbilt Police, Metro Parks and Bicentennial Park Police, and to process parking tickets issued by the Metropolitan Police Department, NDOT, Airport Authority, Vanderbilt Police, Metro Parks and Bicentennial Park Police.