

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

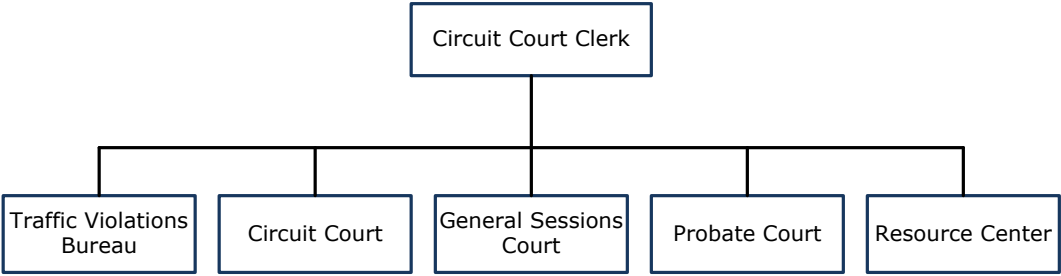
	2023-24	2024-25	2025-26
Expenditures and Transfers:			
GSD General Fund	\$3,677,500	\$3,829,200	\$3,771,000
Total Expenditures and Transfers	<u>\$3,677,500</u>	<u>\$3,829,200</u>	<u>\$3,771,000</u>
Revenue and Transfers:			
Program Revenue			
Charges, Commissions, and Fees	\$400,000	\$400,000	\$1,000,000
Other Governments and Agencies	0	0	0
Other Program Revenue	0	0	0
Total Program Revenue	\$400,000	\$400,000	\$1,000,000
Non-Program Revenue	\$2,369,000	\$2,537,500	\$2,833,800
Transfers from Other Funds and Units	0	0	0
Total Revenue and Transfers	<u>\$2,769,000</u>	<u>\$2,937,500</u>	<u>\$3,833,800</u>
Expenditures per Capita	\$5.11	\$5.25	\$5.11

Position	Total Budgeted Positions	41	41	36
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Contacts	Circuit Court Clerk: Joseph Day; Chief Deputy of Administrative Service and Legal Affairs: Brittany Hayes 1 Public Square Suite 301 Nashville, TN 37201	email: josephday@jnsnashville.gov email: brittanyhayes@jnsnashville.gov Phone: 615-862-5181
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23 Circuit Court Clerk - At A Glance

Organizational Structure



23 Circuit Court Clerk - At a Glance
Budget Changes and Impact Highlights

Recommendation			Impact
Workforce Reduction			
Deployment of new software has reduced the need for manual entry of parking citations.	GSD	(\$338,000) (5.00 FTEs)	With the implementation of the electronic submittal of parking citations, the need for manual data entry has decreased due to greater efficiency.
Non-allocated Financial Transactions			
Pay Plan Allocation	GSD	94,900	Supports the hiring and retention of a qualified workforce.
Internal Service Charges*	GSD	184,900	Delivery of centrally provided services including information systems, fleet management, radio, and surplus property.
General Services District Total		(\$58,200) (5.00 FTEs)	
TOTAL		(\$58,200) (5.00 FTEs)	

GSD - General Services District
* See Internal Service Charges section for details

23 Circuit Court Clerk - Financial

GSD General Fund

	FY2024 Budget	FY2024 Actual	FY2025 Budget	FY2026 Budget	FY25-FY26 Difference	FY25-FY26 % Change
OPERATING EXPENSE:						
PERSONNEL EXPENSES:						
Regular, Leave & Holiday Pay	2,364,900	2,148,148	2,522,300	2,380,600	(141,700)	-5.62%
Overtime	0	0	0	0	0	0.00%
All Other Salary Codes	30,700	34,148	30,700	31,700	1,000	3.26%
Fringe Benefits	856,600	851,787	888,800	787,400	(101,400)	-11.41%
TOTAL PERSONNEL EXPENSES	3,252,200	3,034,082	3,441,800	3,199,700	(242,100)	-7.03%
OTHER EXPENSES:						
Utilities	300	239	300	300	0	0.00%
Professional & Purchased Services	0	0	0	0	0	0.00%
Travel, Tuition & Dues	0	0	0	0	0	0.00%
Communications	164,000	193,232	175,300	198,500	23,200	13.23%
Repairs & Maintenance Services	110,200	39,751	83,200	18,700	(64,500)	-77.52%
Internal Service Fees	118,300	118,300	132,300	317,200	184,900	139.76%
All Other Expenses	32,500	47,610	(3,700)	36,600	40,300	-1,089.19%
TOTAL OTHER EXPENSES	425,300	399,131	387,400	571,300	183,900	47.47%
TOTAL OPERATING EXPENSES	3,677,500	3,433,213	3,829,200	3,771,000	(58,200)	-1.52%
TRANSFERS TO OTHER FUNDS	0	0	0	0	0	0.00%
TOTAL EXPENSES & TRANSFERS	3,677,500	3,433,213	3,829,200	3,771,000	(58,200)	-1.52%
PROGRAM REVENUE:						
Charges, Commissions, & Fees	400,000	400,000	400,000	1,000,000	600,000	150.00%
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	400,000	400,000	400,000	1,000,000	600,000	150.00%
NON-PROGRAM REVENUE:						
Local Option Sales Tax	0	0	0	0	0	0.00%
Property Taxes	0	0	0	0	0	0.00%
Other Tax, Licenses & Permits	0	0	0	0	0	0.00%
Fines, Forfeits & Penalties	2,369,000	2,618,746	2,537,500	2,833,800	296,300	11.68%
Compensation from Property	0	0	0	0	0	0.00%
TOTAL NON-PROGRAM REVENUE	2,369,000	2,618,746	2,537,500	2,833,800	296,300	11.68%
TRANSFERS FROM OTHER FUNDS	0	0	0	0	0	0.00%
TOTAL REVENUE & TRANSFERS	2,769,000	3,018,746	2,937,500	3,833,800	896,300	30.51%
Expenditures Per Capita	\$5.11	\$4.77	\$5.25	\$5.11	(\$0.14)	-2.67%

23 Circuit Court Clerk - Financial

Title	Grade	Class	FY2024 Budgeted		FY2025 Budgeted		FY2026 Budgeted		Variance	
			Pos.	FTE	Pos.	FTE	Pos.	FTE	Pos.	FTE
GSD General 10101										
Administrative Assistant	ST09	07241	3	3.00	0	0.00	0	0.00	0	0.00
Administrative Services Officer 2	OR01	07243	1	1.00	0	0.00	0	0.00	0	0.00
Administrative Services Officer 3	OR03	07244	4	4.00	0	0.00	0	0.00	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	0	0.00	0	0.00	0	0.00
Court Clerk	ST06	01340	6	6.00	0	0.00	0	0.00	0	0.00
Deputy Clerk 1	GG.NS	06787	0	0.00	2	2.00	2	2.00	0	0.00
Deputy Clerk 2	GG.NS	06788	0	0.00	3	3.00	3	3.00	0	0.00
Deputy Clerk 3	GG.NS	06789	0	0.00	5	5.00	5	5.00	0	0.00
Deputy Clerk 4	GG.NS	06790	0	0.00	10	10.00	10	10.00	0	0.00
Deputy Clerk 5	GG.NS	06791	0	0.00	10	10.00	10	10.00	0	0.00
Deputy Clerk 6	GG.NS	06792	0	0.00	10	10.00	5	5.00	-5	-5.00
Finance Officer Senior	OR06	11178	1	1.00	0	0.00	0	0.00	0	0.00
Office Support Rep	ST05	11040	7	7.00	0	0.00	0	0.00	0	0.00
Office Support Rep Senior	ST06	11041	4	4.00	0	0.00	0	0.00	0	0.00
Technical Specialist 2	OR06	07757	1	1.00	0	0.00	0	0.00	0	0.00
Warrant Officer 1	ST08	07419	10	10.00	0	0.00	0	0.00	0	0.00
Warrant Officer 2	ST09	05340	2	2.00	0	0.00	0	0.00	0	0.00
10101 Total Positions & FTEs			41	41.00	41	41.00	36	36.00	-5	-5.00

Department Totals	41	41.00	41	41.00	36	36.00	-5	-5.00
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23 Circuit Court Clerk Program Purpose Statements

Circuit Court Clerk's Office and General Sessions Civil Division Office Line of Business

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.