

Recorder's Court

Budget Review Session

May 9, 2023

Chief Judge David B. Ranieri

Chief Clerk Clautretta Williams

Background

- 18 full time employees.
- 3 judges.
- Thousands of cases - murders - traffic violations - city ord. violations.
- Approximately \$1 million to over \$3 million dollars in revenue.
- Complex and fast moving court system.
- Often first court with which our citizens come into contact.
- High volume of customer service.

Comparison with Savannah's Recorder's Court

Recorder's Court is not adequately staffed and funded.

<u>Personnel:</u>	Columbus	18 Full Time	Savannah	28 Full time
		3 FT Judges		3 FT Judges
		2 PT judges		4 PT judges

<u>Budget:</u>	Columbus	\$1,140,856	Savannah	\$3,987,505
----------------	----------	-------------	----------	-------------

Requesting 4 Needed and Somewhat Overdue Positions

- Assistant Chief Deputy Clerk
- Finance Manager
- Deputy Clerk (2 Positions)
 - One Clerk
 - One Clerk who primarily serves as Judicial Administrative Assistant for the 3 judges as well as fills in with other duties.

Assistant Chief Deputy Clerk (G122) \$47,103.02

Consider:

- Every Clerk's office in all the state's metropolitan areas has an Assistant Chief Deputy Clerk.
- Columbus is the second largest city in the State.
- Our own Municipal , State, and Superior Courts have Assistant Chief Deputy Clerk positions.
- The magnitude, volume, and administrative functions of an office this large. requires the same.

Assistant Chief Deputy Clerk (G122) \$47,103.02

Assist in

- Manage human resource/personnel matters;
- Manage, audit, and monitor financial operations;
- Carry out supervisory responsibilities;
- Assist in interviewing, hiring and training personnel;
- Plan, assign and direct work;
- Appraise performance;
- Reward and discipline employees;
- Address complaints and resolves problems;
- Maintain communication with intergovernmental offices such as the jail, CPD, and other agencies;
- Coordinate workflow organization and modification;
- Maintain Georgia Crime Information Center (GCIC) TACT and CAJIS certification, records, and procedures to ensure GCIC compliance;
- Assist in managing development of programs necessary for effective and efficient evaluation of all services;
- Assist in special projects;
- Fill-in in the absence of the Chief Clerk; and,
- Many other functions.

Finance Manager (G121) \$44,860.02

Consider

- Every Clerk's office in all the state's metropolitan areas has a Finance Manager.
- Columbus is the second largest city in the State.
- Our own Municipal, State, and Superior Courts all have Finance Managers.
- The magnitude, volume, and administrative functions of an office this large, with the fines and fees generated, requires the same.

Finance Manager (G121) \$44,860.02

Assist in

- Handling and accounting for all criminal fines, fees, state mandated surcharges and add ons, probation fines collected, and bonds, as well as providing monthly reports on the same;
- Counting and reconciling daily cash tills from the clerks;
- Managing the payment portals in Odyssey;
- Reconciling reports;
- Managing credit card machines and credit card reports;
- Performing trend analyses;
- Performing special projects requiring research and written reports on finances, revenues, and expenses;
- Recommend operating budgets;
- Create graphs, spreadsheets, tables, graphics, and summaries to provide information to our judges and City Council;
- Review and analyze revenue summaries;
- Determine and correct problem areas;
- Monitor and analyze state legislation affecting fines, fees, and bonds; and,
- Train others in policies and procedures on financial computer applications.

It is essential that Recorder's Court have the expertise and focus of a specific Finance Manager.

Deputy Clerk (2 Positions) (G115) \$35,115.87 each

- Understaffed
- Addition of 2 full time judges, additional clerks are required.
- Running at least 2 courtrooms simultaneously.
- Each courtroom requires clerks to prepare all documentation, gather criminal and driving histories, and ensure all information is prepared for court.
- Compare with Savannah, (18 full time employees compared to 28 full time employees),
- Also, and importantly, the Judges need an executive administrative assistant.

Conclusion

Our Mission: To administer justice with fairness, equality, and integrity; to efficiently resolve matters before the court in a timely manner; and to provide competent, courteous, and prompt service in a manner that inspires public trust and confidence.

To provide excellent and efficient quality service to our community,
we must adequately staff our office!