

COMPENSATION BOARD CRITERIA FOR
ALLOCATING NEW POSITIONS IN CIRCUIT
COURT CLERKS' OFFICES
- REVISED 9/20/06 -

The workload elements included in these staffing standards were recommended by the Virginia Court Clerks' Association and approved by the Compensation Board and may not reflect all duties performed by the Clerk of the circuit Court. Positions needed for each office are based only upon the duties and workload measures identified specifically in the Staffing Standards. Many Clerks of the Circuit Court perform additional duties at their discretion or provide other services not required by law. The number of Compensation Board funded positions due in a specific Clerk of the Circuit Court's office are based upon duties required by law to be performed by the Clerk of the Circuit Court, or duties which nearly all Clerks of the Circuit Court perform.

1. The position (or positions) must be requested by the Clerk of the Circuit Court as part of the Compensation Board annual budget request process.
2. The position requested must perform only statutorily prescribed duties of the Clerk of the Circuit Court.
3. The Clerk's office must have an automated financial system and case management system on-line.
4. Funds and positions must be appropriated by the General Assembly.
5. The Compensation Board will use the staffing methodology and weighted three-year average workload criteria developed in conjunction with the VCCA to determine the appropriate level of Compensation Board staff support for each office requesting additional positions.
6. The Compensation Board shall determine the number of additional positions to be allocated to any one office based upon criteria 1-5, inclusive, and additional positions shall be allocated in the order of percentage of need, where the offices with the highest percentage of need will receive positions first. The percentage of need is determined by calculating the percentage that the number of additional positions needed is of the total number of current positions.

STAFFING METHODOLOGY

Calendar year transaction data for each workload element is supplied by each of the Clerks' offices during the budget request process each year. To determine the hours worked, a three-year average of transactions is multiplied by the following weights developed in conjunction with the VCCA, which represent the median time per transaction reported to perform each type of workload transaction:

<u>WORKLOAD</u>	<u>WEIGHTS</u>
Criminal Cases	8.59
Law Cases	2.31
Wills & Estates	1.62
Deeds	0.61
Judgments	0.44
Financing Statements	0.35
Marriage Licenses	0.66
Game Licenses	0.20
Fictitious Names	0.38
Notary Qualified	0.39
Concealed Handgun Purchases	0.64
Restitution	0.46

After determining the total weighted workload for each office, staff need is calculated by the following formula:

$$\text{Staff Need} = \text{Fixed Staff} + (\text{Total weighted workload} / \text{Variable workload factor})$$

Office Size based on Weighted Workload Hours			Fixed Staff	Variable Wkld Factor
Small	0	11,999	2.50	3,500
Mid	12,000	59,999	3.00	
Large	60,000	229,999	5.00	
Super	230,000	+	7.00	

The allocation of additional hourly-wage (part-time) funds is made using the same methodology.

CLERKS OF THE CIRCUIT COURT

WORKLOAD DEFINITIONS

- REVISED 3/27/13 -

1. **CRIMINAL CASES:** Criminal cases commenced as reported on the monthly caseload reports. If the caseload reports are properly prepared, each count in the indictment is a separate case and each reinstatement is a separate case. Some of the work included is setting up the file and docket; summoning the grand jury and grand jury witnesses; issuing capiases; determination of indigence; receiving all papers filed; attending all hearings; processing all orders; summoning trial jurors and witnesses; securing exhibits; payment to jurors and witnesses; allowing the public and press access to case papers; keeping track of court reporter cost and recordings; keeping track of court-appointed attorney cost; computing fines and costs; collecting fines, costs and restitution; debt set-off processing; communicating with prisoner, DMV, Department of Corrections and Probation and Parole office; preparing record for appeal to higher court; filming and indexing orders and maintained files.
2. **Civil Actions:** An action seeking monetary damages or asking for equitable relief. Senate Bill 1118, effective 1-1-06, eliminated the distinction of cases as "Law" or "Chancery", instead referring to these types of cases as civil actions.
3. **WILLS/ESTATES INITIATED:** A file opened for a decedent, a trust or a person under a disability, counted only at the time the file is initiated and not re-counted at the time of subsequent transactions. This should include affidavits of intestate transfer. A single case may involve the probate of will, the qualification of an executor, recording a bond, recording list of heirs, certificates of qualification, recording final accounting, and perhaps many interim accounting, perhaps qualification of administrator, c.t.a., d.b.n., recording affidavit of probate notice, show cause orders and court hearings on delinquent fiduciaries; and writing clerk's order associated with any of the above. At the other extreme, a case MAY BE NOTHING MORE THAN THE RECORDING AND FILING OF AN AFFIDAVIT OF INTESTATE TRANSFER.
4. **JUDGMENTS/ADMIN LENDS/NOTICES:** All court judgments' and administrative liens and notices required to be recorded in the judgment lien docket. Only original judgments' are counted. The work involved includes receiving the judgment with fee at the counter or through judgment worth fee at the counter or throughout the mail, and logging it in; filming or typing the judgment in the docket book according to local practice; maintaining an up-to-date index, assisting the public in determining what is on their record; and recording assignments and releases.
5. **DEEDS RECORDED:** Each separate instrument recorded in the land records. When more than one instrument is included in a single document recorded, they can be counted separately. The work involved includes computing the fees and taxes and collection payment; logging into the instrument; filming and indexing; maintains the land records for use by the public, and providing transfer.
6. **FINANCING STATEMENTS:** Only original filings are counted. Continuation and termination statements are considered part of the same case.
- 8-11 **FICTITIOUS NAME, MARRIAGE LICENSE, NOTARY QUALIFIED, GAME LICENSES:** Count each activity that occurs, except for game licenses count only those licenses issued for which the clerk receives the \$.50 fee. In some clerks' offices these transactions are almost insignificant in the total office workload. However, each is another measure of how busy an office is, and some offices may do inordinate amounts of some types of transactions and should get credit for this work.
12. **CONCEALED HANDGUN PERMITS:** Each application filed, whether approved or not and including any transfer from another jurisdiction. The court reported should be consistent with the number reported on the monthly caseload statistics reports.

RESTITUTIONS: The number of checks written for Restitution within the calendar year.

**Circuit Court Clerk's
FY16 Staffing Standards - After Reallocation of Positions**

RANK	FIPS	Locality Name	MAX PROV VS CENSUS	Total Full Time FTE	Budget Reduction FTE	Adjusted FTE total	Total Weighted Workload	Office Size	FIXED STAFF NEED	VARIABLE STAFF NEED	TOTAL STAFF NEED	Add'l FTE Need	Percent of Need
1	167	RUSSELL	28,897	7	-0.62	6.38	25,278	MID	3.00	7.22	10.22	3.84	60.19%
2	043	CLARKE	14,323	3	-0.32	2.68	5,375	SMALL	2.50	1.54	4.04	1.36	50.75%
3	179	STAFFORD	138,230	18	-1.36	16.64	64,481	LARGE	5.00	18.42	23.42	6.78	40.74%
4	069	FREDERICK	82,059	10	-0.79	9.21	34,852	MID	3.00	9.96	12.96	3.75	40.69%
5	185	TAZEWELL	45,078	12	-0.93	11.07	43,786	MID	3.00	12.51	15.51	4.44	40.08%
6	165	ROCKINGHAM	131,565	15	-1.00	14.00	57,225	MID	3.00	16.35	19.35	5.35	38.18%
7	035	CARROLL	33,704	7	-1.31	5.69	16,912	MID	3.00	4.83	7.83	2.14	37.65%
8	127	NEW KENT	20,164	4	-0.32	3.68	8,915	SMALL	2.50	2.55	5.05	1.37	37.08%
9	800	SUFFOLK	89,586	12	-0.70	11.30	43,284	MID	3.00	12.37	15.37	4.07	36.00%
10	171	SHENANDOAH	42,916	7	-0.69	6.31	19,301	MID	3.00	5.51	8.51	2.21	35.02%
11	191	WASHINGTON	54,943	8	-0.52	7.48	24,687	MID	3.00	7.05	10.05	2.57	34.40%
12	057	ESSEX	11,151	3	0.00	3.00	5,310	SMALL	2.50	1.52	4.02	1.02	33.90%
13	195	WISE	45,410	11	-1.07	9.93	35,220	MID	3.00	10.06	13.06	3.14	31.61%
14	085	HANOVER	102,714	12	-0.93	11.07	40,389	MID	3.00	11.54	14.54	3.47	31.33%
15	077	GRAYSON	19,802	4	-0.31	3.69	8,051	SMALL	2.50	2.30	4.80	1.11	30.09%
16	590	DANVILLE	43,055	12	-1.21	10.79	38,526	MID	3.00	11.01	14.01	3.22	29.87%
17	530	BUENA VISTA	6,867	3	-0.34	2.66	3,342	SMALL	2.50	0.95	3.45	0.79	29.85%
18	067	FRANKLIN	56,793	9	-0.95	8.05	26,009	MID	3.00	7.43	10.43	2.38	29.64%
19	630	FREDERICKSBURG	28,213	9	-0.75	8.25	26,873	MID	3.00	7.68	10.68	2.43	29.50%
20	135	NOTTOWAY	16,104	4	-0.79	3.21	5,778	SMALL	2.50	1.65	4.15	0.94	29.31%
21	670	HOPEWELL	22,846	5	-0.61	4.39	10,954	SMALL	2.50	3.13	5.63	1.24	28.38%
22	570	COLONIAL HEIGHTS	17,411	6	-0.31	5.69	15,052	MID	3.00	4.30	7.30	1.61	28.21%
23	187	WARREN	38,814	7	-0.79	6.21	17,313	MID	3.00	4.95	7.95	1.74	27.96%
24	049	CUMBERLAND	10,141	3	-0.34	2.66	3,146	SMALL	2.50	0.90	3.40	0.74	27.74%
25	027	BUCHANAN	24,098	7	-0.78	6.22	17,265	MID	3.00	4.93	7.93	1.72	27.62%
26	015	AUGUSTA	74,642	9	-0.98	8.02	25,193	MID	3.00	7.20	10.20	2.17	27.10%
27	750	RADFORD	17,441	4	-0.11	3.89	8,560	SMALL	2.50	2.45	4.95	1.05	27.06%
28	013	ARLINGTON	242,824	22	-2.43	19.57	68,609	LARGE	5.00	19.60	24.60	5.03	25.72%
29	157	RAPPAHANNOCK	7,431	3	-0.33	2.67	2,958	SMALL	2.50	0.85	3.35	0.68	25.47%
30	115	MATHEWS	8,978	3	-0.37	2.63	2,759	SMALL	2.50	0.79	3.29	0.66	25.05%
31	520	BRISTOL	17,835	6	-0.30	5.70	14,397	MID	3.00	4.11	7.11	1.41	24.80%
32	163	ROCKBRIDGE	29,719	6	-0.66	5.34	12,787	MID	3.00	3.65	6.65	1.31	24.52%
33	037	CHARLOTTE	12,641	3	-0.14	2.86	3,690	SMALL	2.50	1.05	3.55	0.69	24.15%
34	139	PAGE	24,083	5	-0.27	4.73	11,768	SMALL	2.50	3.36	5.86	1.13	23.84%
35	051	DICKENSON	15,903	4	-0.05	3.95	8,369	SMALL	2.50	2.39	4.89	0.94	23.79%
36	033	CAROLINE	29,727	6	-0.23	5.77	14,421	MID	3.00	4.12	7.12	1.35	23.41%
37	193	WESTMORELAND	17,885	4	0.00	4.00	8,446	SMALL	2.50	2.41	4.91	0.91	22.83%
38	117	MECKLENBURG	32,727	8	-0.38	7.62	22,120	MID	3.00	6.32	9.32	1.70	22.31%
39	095	JAMES	86,204	12	-1.18	10.82	35,667	MID	3.00	10.19	13.19	2.37	21.92%
40	137	ORANGE	34,487	6	-0.70	5.30	12,018	MID	3.00	3.43	6.43	1.13	21.38%
41	141	PATRICK	18,718	5	-0.43	4.57	10,589	SMALL	2.50	3.03	5.53	0.96	20.91%
42	063	FLOYD	15,641	4	-0.35	3.65	6,619	SMALL	2.50	1.89	4.39	0.74	20.24%
43	071	GILES	17,399	5	-0.58	4.42	9,752	SMALL	2.50	2.79	5.29	0.87	19.68%
44	099	KING GEORGE	24,739	5	-0.46	4.54	10,260	SMALL	2.50	2.93	5.43	0.89	19.68%

**Circuit Court Clerk's
FY16 Staffing Standards - After Reallocation of Positions**

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45	047	CULPEPER	48,558	7	-0.78	6.22	15,473	MID	3.00	4.42	7.42	1.21	19.40%
46	149	PRINCE GEORGE	36,435	6	-0.51	5.49	12,435	MID	3.00	3.55	6.55	1.06	19.32%
47	790	STAUNTON	24,647	5	-0.18	4.82	11,380	SMALL	2.50	3.25	5.75	0.93	19.27%
48	031	CAMPBELL	56,232	8	-0.86	7.14	19,298	MID	3.00	5.51	8.51	1.37	19.24%
49	073	GLOUCESTER	37,225	6	-0.17	5.83	13,692	MID	3.00	3.91	6.91	1.08	18.57%
50	023	BOTETOURT	33,521	6	-0.28	5.72	13,156	MID	3.00	3.76	6.76	1.04	18.26%
51	107	LOUDOUN	361,708	30	-1.57	28.43	99,850	LARGE	5.00	28.53	33.53	5.10	17.94%
52	079	GREENE	19,618	4	-0.49	3.51	5,748	SMALL	2.50	1.64	4.14	0.63	17.93%
53	029	BUCKINGHAM	17,152	4	-0.49	3.51	5,729	SMALL	2.50	1.64	4.14	0.62	17.77%
54	125	NELSON	15,074	4	-0.13	3.87	7,118	SMALL	2.50	2.03	4.53	0.66	17.14%
55	003	ALBEMARLE	103,707	10	-1.11	8.89	25,895	MID	3.00	7.40	10.40	1.51	16.97%
56	550	CHESAPEAKE	235,638	32	-2.72	29.28	102,125	LARGE	5.00	29.18	34.18	4.90	16.73%
57	021	BLAND	6,824	3	-0.28	2.72	2,351	SMALL	2.50	0.67	3.17	0.45	16.62%
58	111	LUNENBURG	12,914	4	-0.10	3.90	6,987	SMALL	2.50	2.00	4.50	0.59	15.20%
59	109	LOUISA	34,317	7	-0.72	6.28	14,701	MID	3.00	4.20	7.20	0.92	14.65%
60	041	CHESTERFIELD	330,043	34	-2.90	31.10	107,270	LARGE	5.00	30.65	35.65	4.55	14.63%
61	131	NORTHAMPTON	12,389	4	-0.15	3.85	6,685	SMALL	2.50	1.91	4.41	0.56	14.50%
62	155	PULASKI	34,872	8	-0.39	7.61	19,941	MID	3.00	5.70	8.70	1.09	14.29%
63	017	BATH	4,771	3	-0.32	2.68	1,952	SMALL	2.50	0.56	3.06	0.38	14.14%
64	775	SALEM	25,330	5	-0.30	4.70	10,014	SMALL	2.50	2.86	5.36	0.66	13.95%
65	159	RICHMOND	9,254	3	0.00	3.00	3,214	SMALL	2.50	0.92	3.42	0.42	13.94%
66	097	KING AND QUEEN	7,072	3	-0.14	2.86	2,639	SMALL	2.50	0.75	3.25	0.39	13.78%
67	840	WINCHESTER	27,200	8	-0.05	7.95	21,123	MID	3.00	6.04	9.04	1.08	13.64%
68	036	CHARLES	7,256	3	-0.24	2.76	2,182	SMALL	2.50	0.62	3.12	0.36	13.21%
69	053	DINWIDDIE	28,971	6	-0.84	5.16	11,635	SMALL	2.50	3.32	5.82	0.66	12.87%
70	199	YORK	79,608	11	-1.03	9.97	28,879	MID	3.00	8.25	11.25	1.28	12.81%
71	019	BEDFORD	77,213	9	-0.37	8.63	23,454	MID	3.00	6.70	9.70	1.07	12.39%
72	169	SCOTT	23,181	8	-0.79	7.21	17,800	MID	3.00	5.09	8.09	0.88	12.15%
73	007	AMELIA	12,824	4	-0.49	3.51	5,019	SMALL	2.50	1.43	3.93	0.42	12.00%
74	820	WAYNESBORO	21,661	5	-0.57	4.43	8,527	SMALL	2.50	2.44	4.94	0.51	11.54%
75	083	HALIFAX	36,241	7	-0.13	6.87	16,198	MID	3.00	4.63	7.63	0.76	11.11%
76	175	SOUTHAMPTON	27,343	7	-0.84	6.16	13,303	MID	3.00	3.80	6.80	0.64	10.32%
77	540	CHARLOTTESVILLE	47,783	7	-0.59	6.41	14,182	MID	3.00	4.05	7.05	0.64	10.06%
78	121	MONTGOMERY	97,405	10	-0.47	9.53	26,100	MID	3.00	7.46	10.46	0.93	9.75%
79	011	APPOMATTOX	15,573	4	-0.43	3.57	4,904	SMALL	2.50	1.40	3.90	0.33	9.28%
80	025	BRUNSWICK	17,434	5	-0.48	4.52	8,533	SMALL	2.50	2.44	4.94	0.42	9.27%
81	173	SMYTH	32,208	7	-0.18	6.82	15,473	MID	3.00	4.42	7.42	0.60	8.81%
82	105	LEE	25,804	8	-0.37	7.63	18,352	MID	3.00	5.24	8.24	0.61	8.04%
83	045	CRAIG	5,275	3	-0.31	2.69	1,407	SMALL	2.50	0.40	2.90	0.21	7.85%
84	089	HENRY	54,151	10	-1.15	8.85	22,871	MID	3.00	6.53	9.53	0.68	7.68%
85	147	PRINCE EDWARD	23,368	6	0.00	6.00	12,102	MID	3.00	3.46	6.46	0.46	7.63%
86	181	SURRY	7,058	3	-0.09	2.91	2,090	SMALL	2.50	0.60	3.10	0.19	6.49%
87	740	PORTSMOUTH	96,802	23	-2.11	20.89	60,271	LARGE	5.00	17.22	22.22	1.33	6.36%
88	009	AMHERST	32,595	6	-0.43	5.57	11,957	SMALL	2.50	3.42	5.92	0.35	6.26%

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89	103	LANCASTER	11,391	4	-0.47	3.53	4,369	SMALL	2.50	1.25	3.75	0.21	6.05%
90	710	NORFOLK	246,394	50	-4.90	45.10	148,517	LARGE	5.00	42.43	47.43	2.33	5.16%
91	119	MIDDLESEX	11,061	4	-0.42	3.58	4,433	SMALL	2.50	1.27	3.77	0.18	5.13%
92	145	POWHATAN	28,706	5	-0.55	4.45	7,598	SMALL	2.50	2.17	4.67	0.22	5.06%
93	101	KING WILLIAM	16,354	4	-0.18	3.82	5,282	SMALL	2.50	1.51	4.01	0.19	4.89%
94	065	FLUVANNA	25,970	5	-0.28	4.72	8,557	SMALL	2.50	2.44	4.94	0.22	4.67%
95	730	PETERSBURG	32,421	9	-0.61	8.39	20,234	MID	3.00	5.78	8.78	0.39	4.67%
96	161	ROANOKE	93,569	12	-0.60	11.40	30,956	MID	3.00	8.84	11.84	0.44	3.90%
97	680	LYNCHBURG	77,874	13	-1.35	11.65	31,858	MID	3.00	9.10	12.10	0.45	3.87%
98	153	PRINCE WILLIAM	494,893	43	-3.06	39.94	127,665	LARGE	5.00	36.48	41.48	1.54	3.85%
99	183	SUSSEX	12,090	4	-0.42	3.58	4,217	SMALL	2.50	1.20	3.70	0.12	3.49%
100	113	MADISON	13,353	4	-0.51	3.49	3,843	SMALL	2.50	1.10	3.60	0.11	3.06%
101	177	SPOTSYLVANIA	126,337	16	-1.25	14.75	42,695	MID	3.00	12.20	15.20	0.45	3.02%
102	061	FAUQUIER	67,512	10	-0.67	9.33	23,066	MID	3.00	6.59	9.59	0.26	2.76%
103	081	GREENSVILLE	18,170	5	-0.57	4.43	6,987	SMALL	2.50	2.00	4.50	0.07	1.50%
104	093	ISLE OF WIGHT	36,172	6	-0.69	5.31	9,994	SMALL	2.50	2.86	5.36	0.04	0.83%
105	075	GOOCHLAND	21,717	5	-0.57	4.43	6,644	SMALL	2.50	1.90	4.40	(0.03)	-0.62%
106	087	HENRICO	318,019	36	-2.91	33.09	96,393	LARGE	5.00	27.54	32.54	(0.55)	-1.66%
107	197	WYTHE	29,350	8	-0.79	7.21	14,252	MID	3.00	4.07	7.07	(0.14)	-1.91%
108	143	PITTSYLVANIA	63,545	10	-0.90	9.10	20,659	MID	3.00	5.90	8.90	(0.20)	-2.15%
109	810	VIRGINIA BEACH	451,672	59	-5.18	53.82	165,111	LARGE	5.00	47.17	52.17	(1.65)	-3.06%
110	059	FAIRFAX	1,143,614	86	-7.70	78.30	239,351	SUPER	7.00	68.39	75.39	(2.91)	-3.72%
111	005	ALLEGHANY	22,211	6	-0.04	5.96	11,252	SMALL	2.50	3.21	5.71	(0.25)	-4.16%
112	510	ALEXANDRIA	155,230	19	-2.55	16.45	44,041	MID	3.00	12.58	15.58	(0.87)	-5.27%
113	690	MARTINSVILLE	13,821	7	-0.79	6.21	11,656	SMALL	2.50	3.33	5.83	(0.38)	-6.05%
114	650	HAMPTON	138,545	20	-2.06	17.94	47,394	MID	3.00	13.54	16.54	(1.40)	-7.82%
115	091	HIGHLAND	2,321	3	0.00	3.00	769	SMALL	2.50	0.22	2.72	(0.28)	-9.34%
116	001	ACCOMACK	33,870	6	-0.18	5.82	9,093	SMALL	2.50	2.60	5.10	(0.72)	-12.41%
117	133	NORTHUMBERLAND	12,385	5	-0.12	4.88	5,304	SMALL	2.50	1.52	4.02	(0.86)	-17.65%
		117		1,138	-95	1,043.46	2,892,511			826.43	1174.43	130.98	

Amendments: The August 24, 2005 amendments recommended by the Virginia Court Clerk Association (VCCA) and approved by the Compensation Board included new weights and consideration of the effect of FY04 budget reductions to salaries by reducing the current F.T.E. positions by the FY06 un-restored salary reduction in each office based upon the average staff salary statewide, as of July 1, 2005. In addition, the Compensation Board approved removing consideration of part-time FTE in the calculation of current staff. 48 offices due 1 c
3 offices in exce