



CLERK OFFICE STAFFING

As of July 1, 2023

Prepared by
NCAOC Research, Policy, and Planning Division

FY2023 Staff Need Based on Filings through 6/30/2023							
County	Clerk Staff Needed Based on Filings	Clerk Staff Needed Based on Filings or Statutory Minimum	State Funded Authorized Positions as of 9/1/2023	Grant Funded Authorized Positions as of 9/1/2023	Total Authorized Positions as of 9/1/2023	State Funded Staff to Workload Ratio	All Staff to Workload Ratio
Alamance	51.67	51.67	48.00		48.00	92.9%	92.9%
Alexander	10.06	10.06	9.75		9.75	96.9%	96.9%
Alleghany	4.59	6.00	6.00		6.00	100.0%	100.0%
Anson	9.80	9.80	11.00		11.00	112.3%	112.3%
Ashe	8.58	8.58	8.50		8.50	99.1%	99.1%
Avery	6.02	6.02	7.00		7.00	116.3%	116.3%
Beaufort	20.78	20.78	20.00		20.00	96.2%	96.2%
Bertie	7.40	7.40	8.00		8.00	108.1%	108.1%
Bladen	14.42	14.42	13.00		13.00	90.2%	90.2%
Brunswick	42.68	42.68	36.50		36.50	85.5%	85.5%
Buncombe	68.55	68.55	66.00		66.00	96.3%	96.3%
Burke	30.53	30.53	29.00		29.00	95.0%	95.0%
Cabarrus	62.20	62.20	58.00		58.00	93.3%	93.3%
Caldwell	27.98	27.98	26.00		26.00	92.9%	92.9%
Camden	3.82	6.00	6.00		6.00	100.0%	100.0%
Carteret	23.76	23.76	23.00		23.00	96.8%	96.8%
Caswell	7.19	7.19	7.75		7.75	107.7%	107.7%
Catawba	51.30	51.30	48.50		48.50	94.5%	94.5%
Chatham	16.71	16.71	15.00		15.00	89.8%	89.8%
Cherokee	10.03	10.03	10.00		10.00	99.7%	99.7%
Chowan	4.52	6.00	6.00		6.00	100.0%	100.0%
Clay	4.06	6.00	6.00		6.00	100.0%	100.0%
Cleveland	36.91	36.91	34.50		34.50	93.5%	93.5%
Columbus	23.56	23.56	21.00		21.00	89.1%	89.1%
Craven	33.42	33.42	30.00		30.00	89.8%	89.8%
Cumberland	101.99	101.99	93.00		93.00	91.2%	91.2%
Currituck*	11.90	11.90	10.00		10.00	84.0%	84.0%
Dare	17.88	17.88	17.00		17.00	95.1%	95.1%
Davidson	50.17	50.17	46.00		46.00	91.7%	91.7%
Davie	11.70	11.70	11.00		11.00	94.0%	94.0%
Duplin	18.10	18.10	19.00		19.00	105.0%	105.0%
Durham	63.29	63.29	67.50		67.50	106.6%	106.6%
Edgecombe	19.09	19.09	21.00		21.00	110.0%	110.0%
Forsyth	107.85	107.85	101.00	1	102.00	93.6%	94.6%
Franklin	19.24	19.24	17.50		17.50	91.0%	91.0%
Gaston	72.66	72.66	68.00		68.00	93.6%	93.6%
Gates	3.22	6.00	6.00		6.00	100.0%	100.0%
Graham	3.55	6.00	6.00		6.00	100.0%	100.0%
Granville	16.30	16.30	16.00		16.00	98.2%	98.2%
Greene	5.49	6.00	6.00		6.00	100.0%	100.0%
Guilford	148.95	148.95	150.00		150.00	100.7%	100.7%
Halifax	19.91	19.91	20.00		20.00	100.5%	100.5%
Harnett	34.64	34.64	32.00		32.00	92.4%	92.4%
Haywood	22.72	22.72	22.00		22.00	96.8%	96.8%





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Henderson	33.59	33.59	31.50		31.50	93.8%	93.8%
Hertford	7.95	7.95	9.00		9.00	113.2%	113.2%
Hoke	14.23	14.23	13.00		13.00	91.3%	91.3%
Hyde	1.83	6.00	6.00		6.00	100.0%	100.0%
Iredell	52.54	52.54	48.00		48.00	91.4%	91.4%
Jackson	13.13	13.13	13.00		13.00	99.0%	99.0%
Johnston	57.20	57.20	52.00		52.00	90.9%	90.9%
Jones	7.69	7.69	8.00		8.00	104.0%	104.0%
Lee	16.28	16.28	18.00		18.00	110.5%	110.5%
Lenoir	21.85	21.85	21.00		21.00	96.1%	96.1%
Lincoln	25.99	25.99	24.00		24.00	92.3%	92.3%
Macon	12.87	12.87	12.00		12.00	93.2%	93.2%
Madison	7.99	7.99	8.00		8.00	100.2%	100.2%
Martin	10.37	10.37	11.00		11.00	106.1%	106.1%
Mcdowell	17.17	17.17	16.00		16.00	93.2%	93.2%
Mecklenburg	256.87	256.87	212.60	8	220.60	82.8%	85.9%
Mitchell	5.36	6.00	6.00		6.00	100.0%	100.0%
Montgomery	10.18	10.18	10.00		10.00	98.2%	98.2%
Moore	29.02	29.02	26.00		26.00	89.6%	89.6%
Nash	34.70	34.70	34.00		34.00	98.0%	98.0%
New Hanover	68.64	68.64	66.00		66.00	96.2%	96.2%
Northampton	5.92	6.00	7.00		7.00	116.7%	116.7%
Onslow	59.98	59.98	56.00		56.00	93.4%	93.4%
Orange	31.45	31.45	30.00		30.00	95.4%	95.4%
Pamlico	4.67	6.00	6.00		6.00	100.0%	100.0%
Pasquotank	12.76	12.76	14.00		14.00	109.7%	109.7%
Pender	19.04	19.04	17.00		17.00	89.3%	89.3%
Perquimans*	5.59	6.00	7.00		7.00	116.7%	116.7%
Person	14.47	14.47	13.75		13.75	95.0%	95.0%
Pitt*	59.20	59.20	53.00		53.00	89.5%	89.5%
Polk	7.94	7.94	8.00		8.00	100.8%	100.8%
Randolph	43.16	43.16	42.00		42.00	97.3%	97.3%
Richmond	19.10	19.10	18.00		18.00	94.2%	94.2%
Robeson	49.66	49.66	47.00		47.00	94.7%	94.7%
Rockingham	37.53	37.53	33.50		33.50	89.3%	89.3%
Rowan	44.82	44.82	42.00		42.00	93.7%	93.7%
Rutherford	23.80	23.80	21.00		21.00	88.2%	88.2%
Sampson	23.58	23.58	22.00		22.00	93.3%	93.3%
Scotland	14.84	14.84	14.00		14.00	94.3%	94.3%
Stanly	21.58	21.58	21.00		21.00	97.3%	97.3%
Stokes	14.34	14.34	14.00		14.00	97.6%	97.6%
Surry	26.05	26.05	25.50		25.50	97.9%	97.9%
Swain	5.90	6.00	6.00		6.00	100.0%	100.0%
Transylvania	9.81	9.81	10.00		10.00	102.0%	102.0%





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Tyrrell	3.83	6.00	6.00		6.00	100.0%	100.0%
Union	51.40	51.40	46.00		46.00	89.5%	89.5%
Vance	18.24	18.24	19.00		19.00	104.2%	104.2%
Wake	212.28	212.28	187.50		187.50	88.3%	88.3%
Warren	6.65	6.65	7.00		7.00	105.3%	105.3%
Washington	5.00	6.00	6.00		6.00	100.0%	100.0%
Watauga	13.04	13.04	14.00		14.00	107.3%	107.3%
Wayne	36.84	36.84	36.25		36.25	98.4%	98.4%
Wilkes	23.39	23.39	22.00		22.00	94.1%	94.1%
Wilson	30.84	30.84	27.00		27.00	87.6%	87.6%
Yadkin	12.31	12.31	12.00		12.00	97.5%	97.5%
Yancey	6.39	6.39	6.00		6.00	93.9%	93.9%
Total	3,010.03	3,032.69	2,845.10	9.00	2,854.10	93.8%	94.1%

Notes:

1. This workload chart uses a three-year average of filings in various case categories. The filing numbers used were: FY 2020 adjusted, FY 2022 actual, and FY 2023 actual. FY 2021 was not included due to a marked decline in filings statewide attributable to the COVID-19 pandemic.
2. The FY 2020 filing numbers were adjusted for the COVID-19 pandemic to hold all counties and districts harmless for the decline in filings statewide over the period March to June 2020. The methodology for this adjustment is as follows: Actual filings for July 2019 to February 2020 + Actual filings from March 2019 to June 2019 = Total FY 2020 filings estimate.
3. Counties with an asterisk (*) have administrative orders promulgated by their Chief District Court Judge that assigns a designated clerk to workstreams typically performed by magistrates. The local term for those in this position is a "magiclerk".





CLERKS OF SUPERIOR COURT WORKLOAD FORMULA DEVELOPED BY THE NATIONAL CENTER FOR STATE COURTS as of December 2023

- **All workload formulas are updated annually based on the most recent three fiscal years of filings.**
- **Adjustments to case weights (minutes allotted per case type), day value (number of minutes available per day for case-related work activities), and year value (number of minutes available per year for case-related work activities) are made periodically by NCAOC in response to changes in law and/or practice.**

Clerks of Superior Court

- 2007 – National Center for State Courts report set case weights, day values, and year values.
- 2008 – NCAOC conducted a 4 week time study, resulting in adjustments to case weights, day values, and year values.
- 2010 – To align with the National Center for State Courts workload study of assistant district attorneys and district attorney legal assistants (then titled victim witness/legal assistants), NCAOC converted clerk filings counts and case weights to a same-day defendant based count to normalize the data among counties with varying data entry practices.
- 2012 – NCAOC, after consultation with the Clerk Resource Committee and Clerk Executive Committee, updated the clerk workload formula by adding allotted time per case for the following case-related activities:
 - District Civil – reviewing filings to determine if new motions fee is applicable
 - Superior Civil – reviewing filings to determine if new motions fee is applicable
 - Receipts Written – collecting motions fee on relevant filings
 - Special Proceedings – determining new 5th and 6th required foreclosure findings; running criminal background check for name change cases; conducting additional contested hearings
 - Estates – conducting increase in contested estates hearings
 - Juvenile – entering required data into JWisE
 - District Criminal – sending notices and making phone calls related to bond forfeiture motions to set aside
 - Superior Criminal – sending notices and making phone calls related to bond forfeiture motions to set aside
- 2014 – NCAOC, after consultation with the Clerk Resource Committee and Clerk Executive Committee, updated the clerk workload formula by adding allotted time per case for Special Proceedings due to concealed carry permit checks that require a review of involuntary commitments records. Analysis of the impact of the following were determined to be largely offsetting (some increased time and some saved time): payNcticket, eCitation, and on-bench time reporting.



- 2016 – NCAOC, after consultation with the Clerk Resource Committee and Clerk Executive Committee, updated the clerk workload formula by making minor adjustments to day values and by adding allotted time per case for the following case-related activities:
 - Criminal Superior – completing additional required data entry into CCIS-CC.
 - Criminal District – completing additional required data entry into CCIS-CC.
- 2019 – NCAOC, after consultation with the Clerk Resource Committee and Clerk Executive Committee, updated the clerk workload formula by making minor adjustments to the case weight by adding allotted time per case for the following case-related activities:
 - Criminal District – completing additional steps to process expunctions based on new notice requirements and time to redact information for multiple charge files
- 2022 - NCAOC, after consultation with the Clerk Resource Committee and Clerk Executive Committee, updated the clerk workload formula by making the following adjustments:
 - Year Value Adjustments – based on BEACON leave usage data
 - Increased Vacation from 15 days to 16 days;
 - Added a new category for Special/Bonus Leave of 3 days
 - Added a new category for Parental Leave of 1 day
 - Day Value Adjustments – based on the results of a time study conducted by the clerks
 - Increased Public Access to Services from .25 hours/day to .50 hours/day
 - Additionally, increased Public Access to Services from .50 hours/day to .52 hours/day for increases in pistol permit processing
 - Increased Office Operations from 0.43 hours/day to 0.50 hours/day
 - Increased Training and Development from 0.11 hours/day to 0.24 hours/day
 - Case Weight Adjustments - added allotted time per case in the following case categories because The Second Chance Act significantly increased the number of expunctions, as well as Clerk staff time needed to handle the confidential process of removing expunged case files from the public record
 - Criminal District
 - Criminal Superior
- 2023 - NCAOC, after consultation with the Clerk Resource Committee and Clerk Executive Committee, updated the clerk workload formula by making the following adjustment:
 - Day Value Adjustment – based on the results of a time study conducted by the clerks
 - Increased Public Access to Services from .52 hours/day to 1.02 hours/day

