



Clerk of Superior and State Courts

2026 Operating and 5-Year CIP Budget Presentation

FY26 – Budget Requests

Presenter: Honorable, Janice Morris

Date: August 2025

Vision, Mission & Values

Department Statements

Clerk of Superior and State Courts



o VISION

THE VISION OF ROCKDALE COUNTY CLERK OF SUPERIOR AND STATE COURTS IS TO PROVIDE RESPONSIVE AND FAIR SERVICES TO A DIVERSE COMMUNITY DELIVERED BY A TEAM OF DEDICATED EMPLOYEES WHO ARE *APPROACHABLE, ACCESSIBLE, AND ACCOUNTABLE* STEWARDS OF THE COURTS.



o MISSION

THE ROCKDALE COUNTY CLERK OF SUPERIOR AND STATE COURTS MISSION IS TO SERVE ALL CITIZENS OF ROCKDALE WITH EFFICIENT AND EFFECTIVE STELLAR CUSTOMER AND PUBLIC SERVICE. ALL WHILE MAINTAINING AND PRESERVING COURT RECORDS, FOSTERING THE PUBLIC'S TRUST, AND PROVIDING GUIDANCE TO THE JUDICIAL PROCESS.



Opportunities & Challenges

SUCSESSES

- Implemented credit card machines for cashless options in Real Estate Department.
- Well attended Law Library speaker series on relevant legal topics.
- Completed hybrid online and in person Notary training for 300 citizens.
- Installed additional digital signage for Real Estate information.
- Oversaw and handled a sharp rise in property tax appeals to the Board of Equalization.

OPPORTUNITIES

- Update BOE software to work in tandem with the Board of Assessors office for appeals.
- Look into AI software to assist with the E-File case load.
- Restore and protect historical Deeds and Military discharge books.

CHALLENGES

- Being able to manage and process the rise in cases filed within the Rockdale County Judicial System is one of the challenges we face as the County grows, and the Court system progresses. More cases means increased workloads and more resources utilized.
- To improve our standing position with GCIC position for GCIC disposition submissions from 2nd place to 1st place.
- To continue to provide stellar service to the citizens in the midst of the upcoming construction.
- Personnel retention due to Rockdale County's pay scale.

FY26 Goals & Initiatives

Department's Reimagine Rockdale Strategic Plan

Access

Completion of Courthouse in 2027

Equity

Innovation

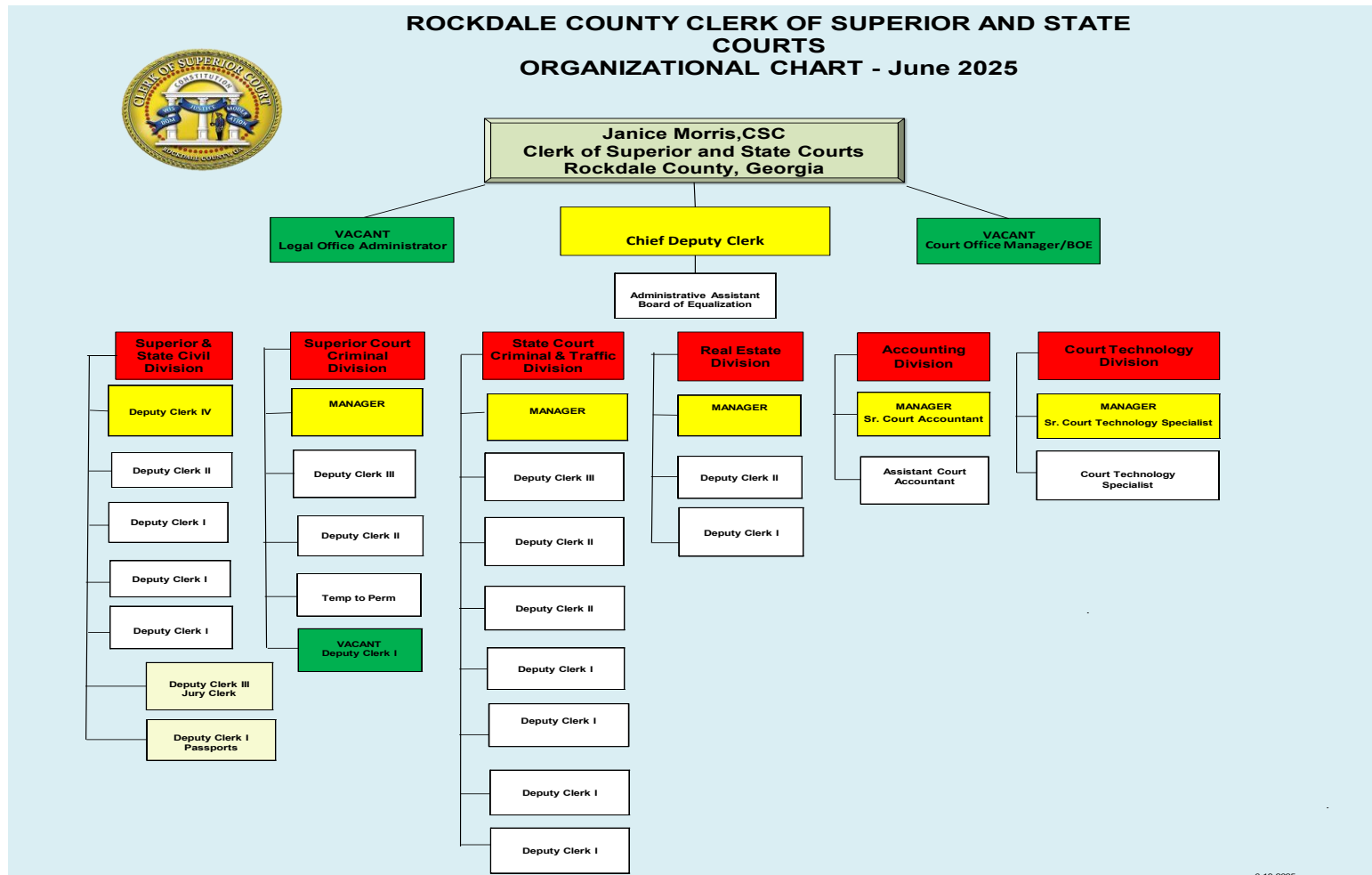
Operating Budget Summary

*Report Provided by Finance

	Budget FY 2025	Proposed FY 2026	Change
Total Operating Expenses	\$861,470	\$861,470	\$0
Total Personnel Services & Benefits	\$1,902,331	\$2,265,357	\$363,026
Total Est. Budget impact	\$2,763,801	\$3,126,827	\$363,026

Current Organization Chart

Fiscal Year 2025

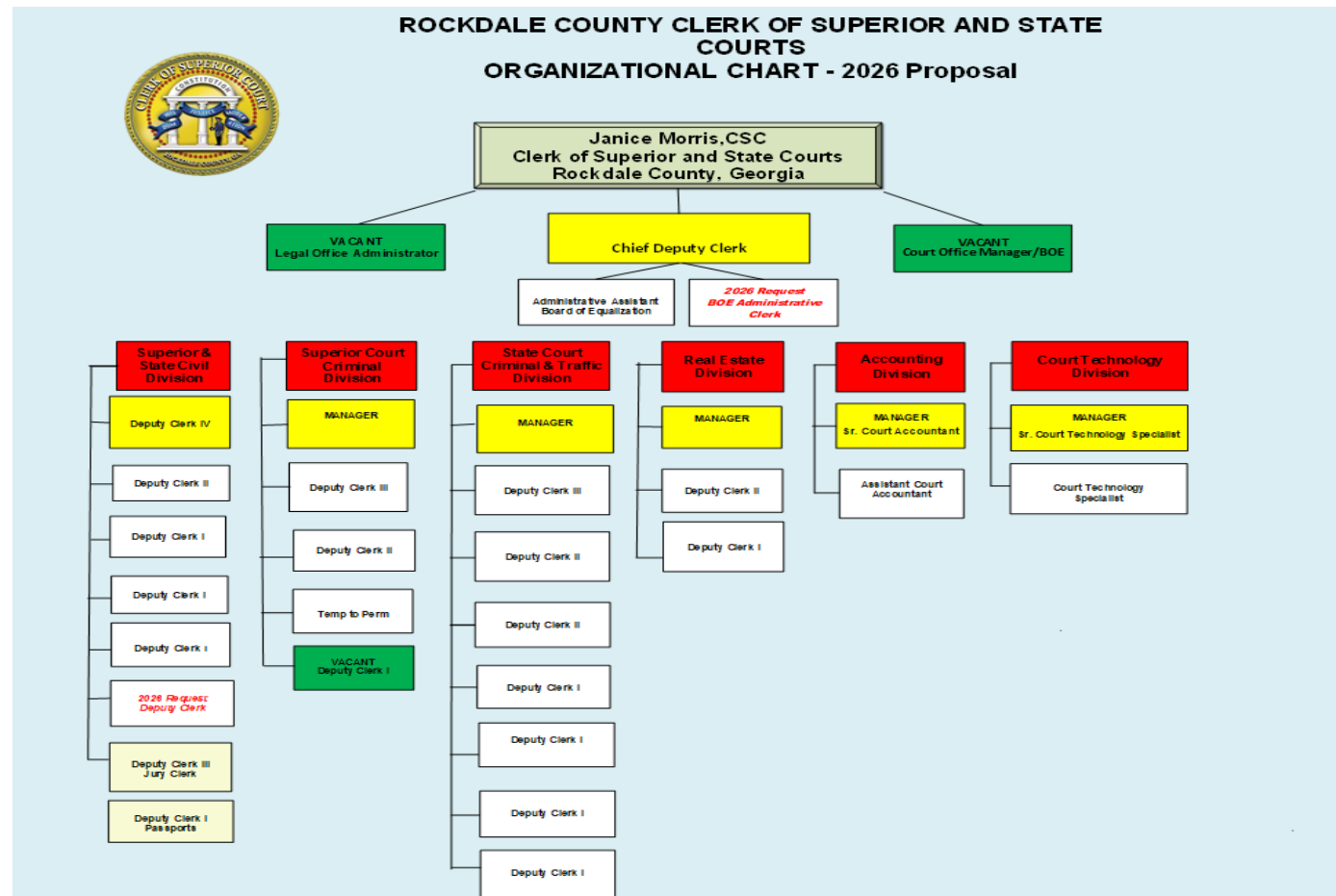


Vacancies:

- Office Administrator
- Administrative Manager
- Deputy Clerk I

Proposed Organization Chart

Fiscal Year 2026



Personnel Changes:

Requesting two additional positions for 2026.

- Board of Equalization Administrative Clerk
- Deputy Clerk I

Personnel Budget Request

FY25 Budgeted Department Total- 32

FY26 Requested Additional Personnel – 2

Job Title	Fund	Division	FTE or PT	Head Count	Request Type	Salary +40% Benefits
Board of Equalization Administrative Clerk	100-2181-511120-23	Board of Equalization	FTE	1	New Position	\$48,745.63
Deputy Clerk I	100-2180-511120-23	Civil	FTE	1	New Position	\$45,536.40
					Total Est. Budget impact	\$94,282.03

New Department Total (w/Request)- 34

Personnel Budget Request Justification

New Position Requests



Board of Equalization Administrative Clerk

1 FTE - \$48,745.63

Significant Increase in Appeals Volume

Over the past year, the number of property tax appeals has risen sharply. This surge has placed a considerable administrative burden on the BOE, resulting in longer response times, increased backlog, and pressure on hearing schedules.

Timely Resolution Mandates

Georgia state law requires that tax appeals be addressed within specified timeframes. Without sufficient staff support, the BOE risks noncompliance with these statutory deadlines, potentially undermining the fairness and efficiency of the appeals process.

Maintaining Public Trust and Service Quality

Timely and professional handling of appeals is critical to maintaining public confidence in the property tax system. Additional staffing will help ensure that each appeal is given thorough and impartial consideration without delays.

Increased Administrative Demands

The growing caseload brings added responsibilities in scheduling hearings, coordinating with the Tax Assessor’s Office, documenting decisions, and communicating with appellants. These tasks require more administrative support to avoid procedural errors and maintain accurate records.

Personnel Budget Request Justification

New Position Requests

Deputy Clerk I

1 FTE-\$45,536.40

The Civil Division of the Superior and State Court Clerk’s Office continues to experience a sustained and significant increase in filing activity. The civil filing queue is consistently active, with case volumes that often exceed current staffing capacity. This increased demand results in longer processing times, potential delays in docketing, and added pressure on existing personnel to maintain both accuracy and efficiency under heavy workloads.

The current staffing level is no longer sufficient to manage the volume of filings in a timely and effective manner. Each Deputy Clerk I is responsible for a range of essential duties, including intake, data entry, file maintenance, docketing, customer service, and compliance with court rules and statutory requirements. The consistently high volume in the civil queue risks overburdening staff and may ultimately impact the quality of service provided to the public, legal professionals, and the judiciary.

An additional Deputy Clerk I will help alleviate the current backlog, distribute workload more evenly, improve turnaround times, and ensure that filings are processed with the accuracy and professionalism expected of this office. It will also enhance our ability to respond to inquiries and provide the high level of customer service required in a fast-paced legal environment.

In short, this position is critical to maintaining operational efficiency, meeting the increasing demands of civil filings, and upholding the integrity and effectiveness of the Clerk’s Office.

Additionally, this new Deputy Clerk I position can provide support for the monthly night court sessions recently initiated by Judge McRae.

An aerial photograph of a lush, green forested area. A body of water is visible in the lower-left corner, reflecting the surrounding trees. A light-colored path or road winds through the forest. The image is partially obscured by a large blue rectangle on the right side, which contains the text. The background is a grayscale aerial view of a forested area with a body of water and a path.

5-Year Capital Improvement Plan (CIP) 2026-2030

Rockdale County (Clerk of Courts)
Five Year Capital Improvement Plan
 Fiscal Year 2026-2030

	2026	2027	2028	2029	2030	Five Year Total
Automotive Equipment						
Technology Programs & <u>Improvements</u>	\$26,000					\$26,000
Construction & Heavy Equipment						
Building Improvements/Renovations/Expansions						
New Buildings						
TOTALS	\$26,000					\$26,000



Thank You