



FORT BEND COUNTY CLERK

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TO: Judge Robert Hebert
Commissioner Richard Morrison
Commissioner Grady Prestage
Commissioner Andy Meyers
Commissioner James Patterson

From: Laura Richard
Fort Bend County Clerk

Subject: County Clerk Agenda Item for November 22, 2016

Date: November 17, 2016

The following information is a summary of the County Clerk Agenda Item for the November 22, 2016 Commissioners Court.

Agenda Item – County Clerk – Create a new Division Supervisor position, Grade 11 of the Professional Management Policy Group in order to assist the management of County Clerk court staff as well as oversee business processes relating to case management and technology utilized in the office of County Clerk. (Funding: Records Management Fund)

The position of Technology Coordinator was removed from the budget for 2017. We are requesting the addition of the position of Division Supervisor (Case Management) outside the budget cycle based on the need within our courts division to have an allocated supervisor responsible to maintain management of business processes, supervision of staff and training, as well as oversee the numerous technological projects and needs within the courts division.

We are proposing funding from the County Clerk's Records Management fund and intend to sustain the funding of this position indefinitely. However, should there be an opportunity to carry the funding from our general budget in the future, we may request to include the position's funding through future budget cycles.

We have received approval from Human Resources as the position of Division Supervisor is a current position utilized in several offices, and the Auditor has confirmed the use of County Clerk Records Management funds for this purpose.

If you have any questions , please contact me at 281-344-3952.

LR/das