


## COUNTY TAX ASSESSOR / COLLECTOR

Fort Bend County, Texas

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To: Judge Robert Hebert  
Commissioner Vincent Morales  
Commissioner Grady Prestage  
Commissioner Andy Meyers  
Commissioner James Patterson

From: Patsy Schultz   
Fort Bend County Tax Assessor/Collector

Subject: Addition of One Part-Time Clerk

Date: April 10, 2018

I am requesting one additional part-time clerk position. One of our staff members will be on a leave of absence as he is joining the National Guard and will be in training for six months. The requested part-time clerk will be trained to handle basic counter transactions which will help to manage customer flow and maintain service level until the full-time clerk returns.

If approved, this position will be funded by transferring current budgeted funds from Salaries and Labor (61000) to Temporary or Part-Time (61100).

If you have any questions, please contact me at 281-341-3735.