



**JUSTIN M. JOYCE**  
Justice Court, Precinct 4

Fort Bend County, Texas

(281) 491-6016  
Fax (281) 242-2706

**M E M O**

May 14, 2018

TO: Commissioners Court

From: Justin M. Joyce 

Re: Agenda Item – Part Time Clerk III

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I respectfully request the creation of one part-time position, Clerk III, effective May 28, 2018. My office is in need of additional help with data entry, scanning and processing electronic filings. The funding for this position will be from the JP4 Technology Fund account.