

# **FORT BEND COUNTY CLERK**

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**LAURA RICHARD**  
**COUNTY CLERK**

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

From: Laura Richard  
Fort Bend County Clerk 

Subject: County Clerk Agenda Item for August 14, 2018

Date: August 7, 2018

The following information is a summary of the County Clerk Agenda item for the August 14, 2018 Commissioner's Court.

Agenda Item – County Clerk – Addition of one new full-time Legal Process Specialist Grade 7 of the Administrative Clerical Policy Group. This is an addition to an existing position.

This position was part-time and funded from the County Clerk Records Management fund. Due to the growth in the issuance of subpoenas from new cases and resets, increases in issuance of warrants, this full time position is needed.

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.

The Auditor has confirmed the use of the County Clerk Records Management funds for this purpose.

If you have any questions, please contact me at 832-471-1616.