



FORT BEND COUNTY CLERK

**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 December 11, 2018

Date: December 3, 2018

The following information is a summary of the County Clerk Agenda item for the December 11, 2018 Commissioner's Court.

Agenda Item – County Clerk – Addition of one new Department Supervisor Grade 10 of the Professional Policy Group.

This position will be funded from the County Clerk Records Management fund and will supervise staff in the court scanning area. Additional assignments include the administration of compliance for court records, preparation, filing and distribution of appeals, overseeing the archival digitization and indexing of case files and various technology tasks as assigned.

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 for this new position. 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.



HUMAN RESOURCES DEPARTMENT
FORT BEND COUNTY, TEXAS

Kent M. Edwards, PHR
Director of Human Resources

MEMORANDUM

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

From: Kent Edwards,
Director of Human Resources

Subject: County Clerk Agenda Item for December 11, 2018 Commissioner's Court

Date: December 3, 2018

The following information is a summary of the County Clerk Agenda Items for the December 11, 2018 Commissioners Court.

County Clerk Agenda Item – The County Clerk's Office is requesting one additional position of Department Supervisor, Grade 10 of the Professional Management Policy Group, with funding provided by Records Management Funds. The item is being placed under the County Clerk's Office due to the request being outside of the budget cycle.

Human Resources approves of the proposed item.

Should you have any questions, please do not hesitate to contact me 281/ 341-8631.

KE/bd