



# FORT BEND COUNTY CLERK

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

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To: Judge KP George  
Commissioner Vincent Morales  
Commissioner Grady Prestage  
Commissioner Andy Meyers  
Commissioner Ken DeMerchant

From: Laura Richard  
Fort Bend County Clerk

Re: County Clerk agenda item to create new positions funded by County Clerk, Records Management

Date: November 24, 2020

During the FY 2021 budget process, Commissioner's Court granted the County Clerk a Case Manager position in order to fulfill legislative mandates. It has been determined that due to the level of expertise needed this position should be a Senior Case Manager. I would like to reclassify the current Case Manager and I will fund the additional pay and benefits for this position out of Records Management. The Records Management fund has a sufficient balance to cover this additional pay. The Records Management fund balance has been calculated at a conservative rate to cover the salary through the coming years.

A Legal Process Specialist was proposed during the budget process to assist with the mandates, but was not granted. I would like to fund this position from Records Management. As we are now deeper into the processing of the mandates, it has become apparent that a second Legal Process Specialist is also needed. This is due to volume and the stringent time requirements on each part of the process. I will also fund this position from Records Management.

Description of Mandates for additional staff requested:

Increasingly over the years, stringent confidentiality and time standards have been added to court items through unfunded mandates.

- Three dedicated clerks (as described above) will concentrate on protective orders, non-disclosures, juvenile sealings, expunctions, appeals, occupational driver's license orders as well as various special projects. These processes have increased by 128% over the past 3 years
- Juvenile Sealings alone are requiring three dedicated staff members due to the volume and the strict adherence to time standards for each step of the process.
- These items will be removed from the rest of the court staff thus enhancing their ability to process the normal day-to-day flow of court work.
- On September 1, new legislation required the Clerk to update the Office of Court Administration via an online system concerning protective orders. These orders also have stringent time standards that must be met; in many cases as quickly as 24 hours. The liability for the County and the impact on a human life is enormous if we fail to follow these time requirements.

We have received approval from Human Resources for the addition of this position. The Auditor has confirmed the use of the County Clerk Records Management funds for this purpose. The Records Management fund has a sufficient

balance to cover this addition. The Records Management fund balance has been calculated at a conservative rate to cover the salary through the coming years.

If you have any questions, please contact me at [laura.richard@fortbendcountytexas.gov](mailto:laura.richard@fortbendcountytexas.gov) or