



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 reclassify position funded by County Clerk Budget

Date: June 22, 2021

The following information is a summary of the County Clerk Agenda Item for the June 22, 2021 meeting of Commissioner's Court.

Agenda Item – County Clerk – Reclassify Position Number 4031-0006 from Administrative Services Coordinator, Grade 10 to Division Supervisor, Grade 11 of the Professional Management Policy Group, effective June 26, 2021 (Funding: County Clerk)

In order to comply with the needs of the County during these tough revenue times, I have reorganized my office to move a full time currently funded position into the needed position of Administrative Assistant for Commissioner's Court. This is a lateral move and at no additional cost to the County. The current Administrative Services Coordinator will manage this full time Assistant and a currently funded part time position. The need exists for the Coordinator to move to the Division Supervisor position with the new responsibilities and the additional workload from Commissioner's Court, Public Open Records Request, Document Research and a host of other duties.

The Budget Office has verified available funding in the County Clerk budget and has the support of Human Resources.

If you have any questions, please contact me at laura.richard@fortbendcountytexas.gov or at 832-471-1616