



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 one new position funded by County Clerk, Records Management

Date: October 5, 2021

The position of Division Supervisor of Misdemeanor/Juvenile was initially proposed during the FY 2022 budget process, but was not funded in the general budget nor was it approved for ARPA funding.

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 Budget Officer has confirmed that the Records Management Fund can support this position request. The Records Management fund balance has been calculated at a conservative rate to cover the salary and benefits through the coming years.

The need for this position arose several years ago with the increase in duties including managing the growth in Misdemeanor/Juvenile cases, additional legislative processes added over the years and the increased clerk needs of the Judges.

This proposed position will split the duties of the current Division Supervisor, who now manages 34 staff along with a number of duties including:

1. Front line person for Judges to call when problems arise
2. Handling customer service issues
3. Managing all staff personnel issues
4. Hiring and training of new staff
5. Handling financial adjustments
6. Researching legal issues
7. Documenting and updating procedures and filing state mandated reports.

We have made due for two budget cycles, but are now at the breaking point and can no longer go on without this addition.

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