



# **FORT BEND COUNTY CLERK**

## **LAURA RICHARD COUNTY CLERK**

301 Jackson St., Richmond TX 77469-3108  
(281) 341-8685  
www.fortbendcountytx.gov

To: Judge KP George  
Commissioner Vincent Morales  
Commissioner Grady Prestage  
Commissioner Andy Meyers  
Commissioner Dexter McCoy

From: Laura Richard *LR*  
Fort Bend County Clerk

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

Date: October 25, 2023

The Office of Court Administration through the Judicial Committee on Technology Standards issued a new Technology Standard vs. 7.1 document to be effective on October 11, 2023. The pertinent portion in the newly released document states:

*"Absent extraordinary circumstances, clerks must accept, return for correction, or reject documents as so authorized on the same business day they are received by the clerk's office, and no later than the end of the next business day when circumstances make it impracticable to do so on the same business day. This standard does not require processing filings after regular business hours, on weekends, holidays, or when the clerk's office is closed."*

This means that anything that is filed to the County Clerk's office will be processed according to the above instructions within a 24-hour rolling period of time. Currently, with the hundreds of filings we get each week, depending on the area of the filing (Civil, Probate, Misdemeanor, Juvenile, etc.) we are running 24 – 48 hours in processing these filings with mandated overtime. Keep in mind, this is only one portion of a court clerk's responsibility. The clerks are also processing documents from the court's queues and going to court as well. Maintaining the 24-hour period of time is not doable with my current staff.

In an effort to adhere to this rule, essentially an unfunded mandate, and to give some relief to my staff who are in a constant mode of working overtime, my request is to do a small reorganization of my staff, create the following positions and to fully fund both salary and benefits through the County Clerk Records Management fund:

Division Supervisor of Intake – Reclassification of Department Supervisor to Division Supervisor. This position will manage clerks responsible for the "intake" of all filings.

Deputy County Court Clerk – add 2 new positions.

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

Human Resources has approved this request.

If you have any questions, please contact me at [laura.richard@fortbendcountytexas.gov](mailto:laura.richard@fortbendcountytexas.gov) or 832-471-1616.



HUMAN RESOURCES DEPARTMENT  
FORT BEND COUNTY, TEXAS

Nicole Ledet, SHRM-CP, PHR  
Director of Human Resources

To: Judge KP George  
Commissioner Vincent Morales  
Commissioner Grady Prestage  
Commissioner Andy Meyers  
Commissioner Dexter McCoy

From: Barbara Dees  
Sr. Human Resources Generalist

Copy: Laura Richard, County Clerk

Date: October 26, 2023

Subject: Reclassification/New Position Request

On behalf of the County Clerk, Human Resources is submitting the below noted personnel actions.

Human Resources supports these actions.

*SUMMARY OF ITEM:*

*Take all appropriate action on request to reclassify vacant position number, 4031-0106, from Department Supervisor, Grade 106 in the General Pay Structure to Division Supervisor, Grade 107 in the General Pay Structure, in the County Clerk's Office, effective November 7, 2023. (Fund: County Clerk Records Management)*

*Take all appropriate action on request for two (2), full time positions, Deputy County Court Clerk, Grade 102 of the General Pay Structure, in the County Clerk's Office, effective November 7, 2023. (Fund: County Clerk Records Management)*