

DEPARTMENT: County Attorney

ARPA NEW POSITION REQUEST FORM
2022 ARPA BUDGET
FORT BEND COUNTY, TEXAS
Use one form per request

Position Title/ Description: Administrative Assistant

Job Code: J09

Has Human Resources reviewed
your request? (Yes/No) No

Has Facilities reviewed
your request? (Yes/No)

All New Positions need to be reviewed and signed off by Facilities
Mgmt & Planning.

Hourly Salary \$21.44
Bi-Weekly \$1,715.20

Grade 9
Step 9
Policy Group AC

	Annual Amount	# Requested
Salaries Costs	\$44,595.20	1
Overtime Costs		\$0.00
Other Personnel Costs	\$26,992.16	\$26,992.16
Total Salaries & Personnel Costs	\$70,735.76	\$70,735.76

Category (drop down list)	Item Description	Cost	Quantity	TOTAL
63000 Fees	Membership Dues	\$50.00	1	\$50.00
63000 Fees	Notary	\$85.00	1	\$85.00
63200 Travel	Mileage Reimb/Training	\$250.00	1	\$250.00
63600 Supplies & Maintenance-DP	Office Supplies	\$500.00	1	\$500.00
64000 Property & Equipment-DP	Task Chair	\$400.00	1	\$400.00
65000 IT-DP	Computer	\$700.00	1	\$700.00
65000 IT-DP	Monitor	\$170.00	2	\$340.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
			TOTAL	\$2,325.00

Total Cost of Request \$73,060.76

☐ Check Box if request
has a page 2

Justification for Request: (attach additional document if necessary)

The primary responsibilities and tasks performed by the County Attorney's Office include representing the County, Commissioners Court, County Officials and employees in all lawsuits including child welfare cases. In addition, the General Counsel division is responsible for legal advice, research and drafting legal documents (contracts, opinions, etc.). Prior to the pandemic the contract drafting of the General Counsel division centered around basic county operations and service delivery to the various departments. Since the pandemic, the General Counsel division has become more engaged in reviewing and drafting legal contracts which are outside of the normal scope of county operations due to the response to COVID and the infusion of millions of dollars in federal money for programs to jump start and stabilize our local economy. With the current number of employees, it has been quite difficult for the General Counsel division to provide contract management for the basic operational needs of the County with the onslaught of COVID related legal service demands (contract drafting and research). Presently, the General Counsel division has now far exceeded its resources with the new addition non-profit contract management demands and other COVID related legal demands. In order to meet these demands, resources are being requested to fund positions in the County Attorney's office to ensure that timely and efficient legal contract management of COVID related programs can move forth.