

DEPARTMENT: County Clerk 4031A Acctng Unit 100403100/TR
 FORM: _____

**NEW POSITION REQUEST FORM
 2023 BUDGET
 FORT BEND COUNTY, TEXAS
 Use one form per request**

Position Title/ Description: Case Mgr-County Clerk

Job Code: J104053

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

Has Facilities reviewed your request? (Yes/No) _____
 All New Positions need to be reviewed and signed off by Facilities Mgmt & Planning.

Hourly Salary \$24.15
 Bi-Weekly \$1,932.00

Grade 104
 Pay Schedule General

	Annual Amount	# Requested
Salaries Costs	\$50,425.20	1 \$50,425.20
Overtime Costs		\$0.00
Other Personnel Costs	\$28,714.26	\$28,714.26
Total Salaries & Personnel Costs	\$79,139.46	\$79,139.46

Category (drop down list)	Item Description	Cost	Quantity	TOTAL
64000 Property & Equipment-DP	Chair	\$780.00	1	\$780.00
64000 Property & Equipment-DP	Metal Printer Stand	\$144.00	1	\$144.00
64000 Property & Equipment-DP	Chair Mat	\$110.00	1	\$110.00
65000 IT-DP	HP Laserjet M404dn Print	\$290.00	1	\$290.00
65000 IT-DP	Zebra GX430t Label Print	\$695.00	2	\$1,390.00
65000 IT-DP	APC UPS Backup	\$180.00	1	\$180.00
65000 IT-DP	Dell 24" Monitors	\$175.00	2	\$350.00
65000 IT-DP	Dell Latitude 5430	\$970.00	1	\$970.00
65000 IT-DP	Dell Thunderbolt 4 Dock	\$222.00	1	\$222.00
65000 IT-DP	Fujitsu fi-8170 Scanner	\$1,075.00	1	\$1,075.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
TOTAL				\$5,511.00

Total Cost of Request \$84,650.46

☐ Check Box if request has a page 2

Justification for Request: (attach additional document if necessary)

The Fort Bend County Clerk's Office has been informed by the FBCTRA that beginning January 2023 workload will double. Friday dockets will increase from 300 to 600 and the e-filing of citations and subsequent signed orders will increase from 1200 to 2400-3000 per month. Commissioner's Court Agenda 9/27/2022

34 FORT BEND GRAND PARKWAY TOLL ROAD AUTHORITY: The Board of Directors of Fort Bend Grand Parkway Toll Road Authority reviewed these items at their regular meeting held on September 19, 2022 and makes the following recommendations to Commissioners Court.

A. Take all appropriate action on the Adoption of Amended and Restated Order Establishing a Toll Rate Schedule for the Fort Bend Grand Parkway Toll Road System; Prohibiting the Operation of a Motor Vehicle on the Road System after Failure to Pay Required Toll or Charge; Establishing an Administrative Adjudication Hearing Procedure for Violation of this Order; Containing Other Provisions Relating to the Subject.

Required Work Hours - 40 Hours per week Monday-Friday 8:00-5:00 Start Date - by Mid-November to allow for training.

Hourly Rate The salary is based on the experience of the person filling the position so it could vary slightly.

HR has recommended to budget at midpoint \$24.15/hour, \$50,232/yr for one Case Manager - County Clerk

DEPARTMENT:

County Clerk 4031A

Acctng Unit 100403100/TR

FORM:

NEW POSITION REQUEST FORM
2023 BUDGET
FORT BEND COUNTY, TEXAS
 Use one form per request

Position Title/ Description: Deputy County Court ClkJob Code: J102015Has Human Resources reviewed
your request? (Yes/No)YesHas Facilities reviewed
your request? (Yes/No)All New Positions need to be reviewed and signed off by
Mgmt & Planning.

Facilities

Hourly Salary

\$19.25

Bi-Weekly

\$1,540.00

Grade 102Pay Schedule General

Salaries Costs
 Overtime Costs
 Other Personnel Costs
 Total Salaries & Personnel Costs

**Annual
Amount**

Requested
1

\$40,194.00

\$40,194.00

\$0.00

\$0.00

\$26,205.57

\$26,205.57

\$66,399.57

\$66,399.57

Category (drop down list)	Item Description	Cost	Quantity	TOTAL
64000 Property & Equipment-DP	Chair	\$780.00	1	\$780.00
64000 Property & Equipment-DP	Metal Printer Stand	\$144.00	1	\$144.00
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				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
			TOTAL	\$5,511.00

Total Cost of Request

\$71,910.57

☐ Check Box if request
has a page 2

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HR has recommended to budget at midpoint \$19.25/hour, \$40,040/yr for one Deputy County Court Clerk