

COUNTY CLERK

MISSION

The County Clerk is committed to providing skilled and motivated personnel using advanced technology to file, record, process, and administer the public records of Fort Bend County; and, to provide immediate public access to those records in the most convenient and timely way possible with available resources. The County Clerk is responsible for such vital records as real and personal property records, liens, uniform commercial code filings, brands, military discharges, subdivision plats and restrictions, birth certificates, death certificates, and marriage licenses. The County Clerk is the official custodian and administrator of records for the County Court, County Courts-at-Law and Commissioners Court. This includes all proceedings of the civil county courts, criminal county courts, probate courts, and juvenile courts. The Clerk is responsible for investing and administering funds placed in the registry of the Court.

GOALS for 2010-2011

GOAL 1

Convert all paper files and records to image files stored on optical disk to allow access by computer and permit storage of certain back-up files off-site.

- Objective 1** Continue to convert all paper and select microfilm of court records to optical imaging files. This conversion which begun in 1994 will take about another 2-3 years to complete due to the volume, the fragile condition of the older records and the installation of a new case management system.

GOAL 2

Expand and re-model workspace to accommodate the County Clerk service needs of a growing county.

- Objective 1** Open a satellite office in northwest part of County (Katy-Cinco Ranch area) by year 2010. Work with Commissioners Court to obtain land in the Hwy 6/Sienna Plantation area to open a satellite office. With the on-line state birth system, these satellite offices can generate extra revenue by providing birth certificates to people born in Texas residing in surrounding cities and counties. An additional \$20,000 in revenue per office for birth certificates and marriage licenses that might have gone to other counties is anticipated. Relocate the Missouri City satellite office to a facility currently under construction with a move in date of 2011.

GOAL 3

Move all court staff and equipment to the Justice Center and remodel the Travis Annex to accommodate all remaining staff (OPR, Vital and Administration).

- Objective 1** Relocate offices, staff, equipment and files with the least amount of down time.

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PERFORMANCE MEASURES	2009 ACTUAL	2010 TO DATE (08/10)	2011 PROJECTED
Number of documents filed/processed:			
<i>OPR</i>	136,170	77,487	138,000
<i>Vital</i>	9,158	6,186	11,000
Civil, Probate, Misdemeanor & Juvenile	194,007	82,535	182,760
Commissioners Court	81 meetings	50 Meetings	80+ meetings
Number of copies issued:			
<i>OPR & Vital</i>	72,120	40,334	75,000
Average time per document filed:			
<i>OPR & Vital</i>			
Review & Receipt	3 min	3 min	3 min
Prepare/Image/Return	5 min	5 min	5 min
Civil, Probate, Misdemeanor & Juvenile			
Review & Receipt	3 min	3 min	3 min
Prepare/Image/File in case	5-15 min	5-15 min	5-15 min

Year = calendar year (Jan – Dec)

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FUND: 100 General

ACCOUNTING UNIT: 100403100 County Clerk

EXPENSE BUDGET

CATEGORY	2009 ACTUAL	2010 ADOPTED	2011 ADOPTED
Salaries and Personnel Costs	\$ 2,930,032	\$ 3,019,525	\$ 3,062,225
Operating Costs	\$ 162,226	\$ 170,707	\$ 95,617
Information Technology Costs	\$ 4,156	\$ 12,018	\$ 15,150
Capital Acquisitions	\$ 7,450	\$ 29,500	\$ 11,200
TOTAL	\$ 3,103,864	\$ 3,231,750	\$ 3,184,192

2011 AUTHORIZED POSITIONS

Job Title	Job Code	Grade	Count
County Clerk	J00002	G00	1
Information Process Specialist I	J06032	G06	6
Legal Process Specialist I	J06033	G06	15
Information Process Specialist II	J07026	G07	7
Legal Process Specialist II	J07029	G07	3
Branch Coordinator	J08009	G08	2
Information Process Spec Lead	J08022	G08	4
Legal Process Specialist Lead	J08028	G08	9
Bookkeeper/IPS	J08055	G08	1
Office Manager	J09059	G09	1
Administrative Services Coordinator	J10001	G10	1
Department Supervisor	J10013	G10	3
Division Supervisor	J11017	G11	3
First Assistant County Clerk	J14020	G14	1
Total Authorized Positions			57

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ORGANIZATION CHART

