

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 2011-2012

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

Acquire land to accommodate the County Clerk service needs of a growing county.

- Objective 1** 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.

GOAL 3

Increase staff training.

- Objective 1** Host more training sessions for all staff and supervisors.

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PERFORMANCE MEASURES	2010 ACTUAL	2011 TO DATE	2012 PROJECTED
Number of documents filed/processed:			
<i>OPR</i>	127,922	107,987	109,066
<i>Vital</i>	10,371	8,708	8,795
Civil, Probate, Misdemeanor & Juvenile	188,626	143,322	188,626
Commissioners Court	N/A	N/A	N/A
Number of copies issued:			
<i>OPR</i>	OPR 55,879	OPR 55,187	OPR 55,738
<i>Vital</i>	Vitals 16,421	Vitals 11,665	Vitals 11,781
Average time per document filed:			
<i>OPR & Vital</i>	3 minutes	3 minutes	3 minutes
Review & Receipt	5 minutes	5 minutes	5 minutes
Prepare/Image/Return			
Civil, Probate, Misdemeanor & Juvenile	3 minutes	3 min	3 minutes
Review & Receipt	6 minutes	5-15 min	6 minutes
Prepare/Image/File in case			

Year = calendar year (Jan – Dec)

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FUND: 100 General

ACCOUNTING UNIT: 100403100 County Clerk

EXPENSE BUDGET

CATEGORY	2010 ACTUAL	2011 ADOPTED	2012 ADOPTED
Salaries and Personnel Costs	\$ 2,799,403	\$ 3,062,225	\$ 3,101,434
Operating Costs	\$ 106,768	\$ 95,617	\$ 76,459
Information Technology Costs	\$ 11,853	\$ 15,150	\$ 5,000
Capital Acquisitions	\$ 7,500	\$ 11,200	\$ 0
TOTAL	\$ 2,925,524	\$ 3,184,192	\$ 3,182,893

2012 AUTHORIZED POSITIONS

Job Title	Job Code	Grade	Count
County Clerk	J00002	G00	1
Information Process Specialist I	J06032	G06	3
Legal Process Specialist I	J06033	G06	4
Information Process Specialist II	J07026	G07	9
Legal Process Specialist II	J07029	G07	10
Legal Process Specialist III	J07AC	G07	4
Information Process Specialist III	J07AC	G07	1
Information Process Spec Lead	J08022	G08	4
Legal Process Specialist Lead	J08028	G08	9
Office Manager	J09059	G09	1
Branch Coordinator	J09110	G09	2
Senior Acct/Compliance Officer	J09111	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

