
Position Budget Request Form

Action Requested: ☐ New Position ☒ Reclassification w/Salary Change ☐ Reclassification w/o Salary Change

Department:

District Clerk

Current Position Title:

Deputy Clerk (2 positions)

Proposed Position Title:

Deputy Clerk

Requested Classification:

Group 60

Funding Source:

General Fund

Proposed Salary Amount:

Group 60 (to include Step & COLA)

NEW POSITION INFORMATION

New/Reclassification of Position:

Please explain in detail the need for New Position/Reclassification. In addition, explain how funding will be obtained (i.e., closing position(s), grant, budget transfers, etc.) If this is a new position, please attach a job description, supporting data or a description of the need:

The knowledge required to perform the duties and responsibilities of a Deputy Clerk is extensive and constantly changing - including, but not limited to, Courts (criminal, civil, family, child support, child protection, juvenile), eFiling, state reporting, jury, passports and financials. The attention to detail is crucial to ensure the action is performed with the greatest amount of accuracy. The software that these positions use are very advanced and require months to even years of training to operate correctly. The Deputies in the District Clerk's office are required to be able to successfully use multiple software programs in order to perform the daily duties. Each Deputy Clerk must obtain a general knowledge of all office duties in order to assist customers efficiently. With the added responsibilities and additional knowledge that is now required, I believe the Deputy Clerk position in the District Clerk's office should be reclassified to Group 60.

Final job title, job description, classification and pay will be determined by the Commissioners Court based on the Compensation plan.

Position Budget Request Form

Action Requested: ☐ New Position ☒ Reclassification w/Salary Change ☐ Reclassification w/o Salary Change

Department:

District Clerk

Current Position Title:

Chief Deputy

Proposed Position Title:

Chief Deputy

Requested Classification:

Group 66

Funding Source:

General Fund

Proposed Salary Amount:

Group 66 (to include Step & COLA)

NEW POSITION INFORMATION

New/Reclassification of Position:

Please explain in detail the need for New Position/Reclassification. In addition, explain how funding will be obtained (i.e., closing position(s), grant, budget transfers, etc.) If this is a new position, please attach a job description, supporting data or a description of the need:

The knowledge required to perform the duties and responsibilities of a Chief Deputy is extensive and constantly changing - including, but not limited to, Courts (criminal, civil, family, child support, child protection, juvenile), eFiling, state reporting, jury, passports and financials. The responsibilities of the Chief Deputy include the following: department oversight & leadership, continuing education for legislative updates, implementing legislative updates into our business policy, training, daily and monthly reports for the office, communicating and testing for software updates and issues, and problem solving for the issues that arise. This is in addition to their daily responsibilities and work load. Legislation continues to add extensive reporting requirements that are extremely time consuming and often difficult to execute. Along with these duties, it is the responsibility of the Chief Deputy to oversee the Assistant Chief Deputies and Deputy Clerks and any other task asked of him/her. With the added responsibilities and additional knowledge that is now required, I believe the Chief Deputy position in the District Clerk's office should be reclassified to Group 66.

Final job title, job description, classification and pay will be determined by the Commissioners Court based on the Compensation plan.

Department: 4500 - DISTRICT CLERK

		10/2021-09/2022	10/2022-09/2023	10/2023-09/2024	10/2023-09/2024	
		Total Activity	Total Activity	Total Budget	YTD Activity	
100-4500-1010	ELECTED OFFICIAL	79,372.80	86,912.80	93,084.89	46,542.34	
100-4500-1040	CLERK/SUPPORT STAFF	238,974.15	274,010.47	337,826.74	137,049.55	*see Reclassification Request
Budget Detail						
Budget Code	Description	Units	Price	Amount		
FY 2024 PROPOSED	Assistant Chief Deputy - Step 6	2.00	59,633.60	119,267.20		
FY 2024 PROPOSED	Assistant Chief Deputy - Step 3	1.00	56,714.74	56,714.74		
FY 2024 PROPOSED	Chief Deputy	1.00	66,040.00	66,040.00		
FY 2024 PROPOSED	Deputy Clerk - Step 4	2.00	47,902.40	95,804.80		
100-4500-1100	LONGEVITY	14,400.00	12,960.00	13,980.00	13,440.00	
100-4500-1990	OVERTIME	322.35	154.79	0.00	19.21	
100-4500-2010	FICA/MDCR	24,421.96	28,163.68	34,500.00	14,460.86	
100-4500-2020	GROUP INSURANCE	59,097.84	66,027.52	84,000.00	35,884.80	
100-4500-2030	RETIREMENT	38,716.92	41,372.51	54,000.00	21,273.37	
100-4500-2040	WORKERS COMP INSURANCE	899.41	718.45	1,600.00	339.11	
100-4500-2050	UNEMPL INSURANCE	400.22	291.28	1,055.00	111.58	
100-4500-2070	SUPPLEMENTAL DEATH BENEFIT	1,033.86	947.52	1,400.00	450.53	
100-4500-3100	OFFICE SUPPLIES-JURY	1,942.48	1,649.00	2,500.00	364.94	These could possibly decrease with the new jury system. I will know more once fully implement
100-4500-3110	POSTAGE-JURY	5,298.28	5,713.42	7,000.00	3,223.49	
100-4500-3300	OPERATING SUPPLIES	2,365.23	3,032.86	5,000.00	769.07	
100-4500-4270	CONFERENCE/DUES/TRAINING	1,153.11	1,245.08	4,000.00	819.34	
100-4500-4740	RSV FOR TIME PMT/DCLK	0.00	0.00	4,983.00	0.00	
Department: 4500 - DISTRICT CLERK Total:		468,398.61	523,199.38	644,870.63	274,748.19	0.00

Casie Walker 05/28/2024