

3510 - District Clerk-Jury Admin	Actual		Budget		Requested	Requested
	2015 / 2016	2016 / 2017	2016 / 2017	2017 / 2018	Increase/ Decrease	Budget 2018 / 2019
5123 Salaries - Regular	45,894	70,283	70,268	70,263	Enter on Tab 5	70,263
5125 Salaries - Overtime	2,287	-	4,400	4,400		4,400
5126 Salaries - Temporary Employee	15,688	8,356	14,900	14,900		14,900
5131 Salaries - Longevity Pay	1,412	2,100	2,160	2,220		2,220
5150 Employee Benefits	16,819	22,402	21,732	22,632		22,632
5210 Office Expense & Supplies	62,186	67,650	73,300	73,300		73,300
5217 Postage & Fed Express	70,215	30,225	69,000	54,000		54,000
5240 Maint & Repair-Equip & Vehicle	45,359	45,359	45,359	45,359		45,359
5300 Professional Services Expense	-	13,600	12,300	25,300		25,300
5336 Jurors	695,070	358,130	790,530	640,530		640,530
	954,930	618,105	1,103,949	952,904	-	952,904

By checking this box, I acknowledge that I have reviewed this form and have chosen to NOT request any changes for the 2018/2019 budget year.

Received by e-mail: 06/24/18
Reviewed request: 06/27/18 LAD
Entered into O/S: CAPITAL ONLY
Reviewed in O/S: CAPITAL ONLY

Nueces County, Texas

2018 / 2019 Fiscal Year

Description and Goals

Department 3510 - District Clerk-Jury Admin

Current Department Description:

This department, created during the 2015/2016 budget year, is responsible for the jury administrative functions, including selecting, processing, summons and managing jurors that are utilized by District Courts and County Courts at Law Courts. Provides juror orientation briefings to prepare jurors for service. Prior to FY 2015/2016, the jury administrative function was previously a part of department 3300, Court Administration.

Please provide a list of departmental SHORT-TERM goals and objectives for the 2018 / 2019 Fiscal Year

Continue to work at making the jury system, especially the online feature, as efficient as possible for the courts and the taxpayers of Nueces County.

Please provide a list of departmental LONG-TERM goals and objectives for the 2018 / 2019 Fiscal Year

Look at purchasing tablets or kiosks for jurors to use to fill out jury questionnaire on Mondays if have failed to do beforehand.