

Justice of the Peace
PCT. 1, Clay County, Texas
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John Swenson,
Justice of the Peace
215 N. Main * P.O Box 71
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Janey King, Justice Court Clerk
Cindy Davis, Justice Court Clerk

September 25, 2019

Clay County Commissioners Court
Clay County Courthouse Annex
214 N. Main
Henrietta, Texas 76365

Re: Funding to Train Replacement Court Clerk

Dear Sirs:

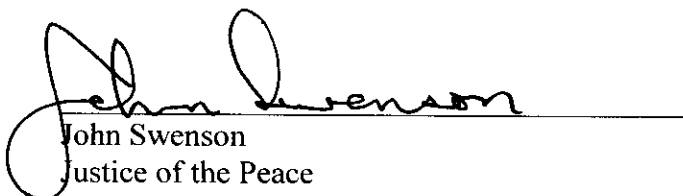
The current Clay County Justice Court Clerk One is retiring December 31, 2019. I am requesting authorization to hire a replacement clerk to work two months (November and December 2019) with the current two clerks for training. The request to fund this matter was not approved in the FY 2020 Budget, and would need to be funded as a New Departmental Miscellaneous Salary Expense.

In larger counties, justice court clerks generally specialize, and are not required cover all functions of the court. In Clay County, the two justice court clerks must be cross trained to perform all clerk duties in order to fully operate the court when the other clerk is absent. Having a highly competent clerk on duty during every regular work day is imperative to provide efficient service to the public and to maintain the court's superior collection rate.

The duties of Clay County's Justice Court Clerks are wide ranging and of extreme importance. Errors in legal matters can have devastating consequence for persons involved in criminal or civil justice matters, and result in liability for the county. Clerks must be highly trained. Clay County's Justice Court Clerk's jobs are further complicated by being required to perform as municipal clerks for the City of Henrietta.

I request that the Clay County Commissioners' Court place this matter on the Agenda, and determine the best course of action for the citizens of Clay County.

Respectfully yours,


John Swenson
Justice of the Peace