

FY 2027 Department Funding Request for a Position Add/Delete

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
23050-0001	23050 - DISTRICT CLERK-MAGISTRATE/0001 - ADMIN	1	Magistrate Clerk I's to Clerk II's

Budget Category, FINAL Recommendation and Comments

FINAL Budget Department Category	FINAL RECOMMENDATION for Funding	Comments (if any)
G-Not Supported	Not Recommended	Per HR this is a reclass. Reclasses requests are completed in the fall.

WHY is this position Add/Delete request needed?

Clerk's in this position are constantly looking for higher paying jobs with the same responsibilities but with less risk.

HOW will this position Add/Delete benefit your office and/or the County?

We think the pay increase will help minimize turnover within the department.

Will this position be relocated to another department? Y/N

If yes, which department? (Department Name)

Is there statutory authority for this request?

Job Duties of New Position (to be ADDED)

In addition to the day today duties that the arraignment clerks do for the Magistrate Judges, they also now have additional duties that not all arraignment clerks statewide perform. In 2022 SB 6 was passed which required the Sheriff to enter and update all bond conditions into (2) separate software's called TLETS and PSRS. The Collin County Sheriff appointed the arraignment clerks as designees so they could assist with this new unfunded mandate. As a designee the arraignment clerks enter or modify all bond conditions ordered by Collin County Magistrate Judges in the TLETS database and the PSRS database. This is very time consuming. September 1, 2025 SB9 went into effect, and this has added additional duties for the clerks as well. In addition to entering or modifying conditions of bonds into TLETS and PSRS, they now have to pull criminal histories for inmates and create a packet to be uploaded to a network folder for the District Judges to review. Once the District Judge has reviewed and ordered conditions of bond, the arraignment clerks then enter those conditions of bond into TLETS and PSRS. They do the same for all the Emergency Protective Orders issued by the Magistrate and District Judges. They enter the EPO in to TLETS and PSRS, as well as enter them on OCA's Protective Order Registry. On January 1, 2026 Cross County Notifications of CCPart. 17.027 went into effect. This requires the arraignment clerks to utilize the PSRS system to generate an email to be sent to the county where the first felony is still pending. DPS started auditing the TLETS entries required by law in 2022 this past October. February 27th we received over 200 individuals we needed to audit. Since our Lead Clerks act as clerks in the daily workload, everyone helps out the audit as time allows. The Clerks must be TLETS certified and hold a valid CJIS training certificate. Which both are required to be renewed each year.

Job Duties of Current Position (to be DELETED)

No current job duties will be deleted.

CURRENT POSITION(S) TO BE DELETED

Current Employee Name	Current Employee Position Number	Current Grade	Part-Time (20 hrs.) Full-Time (40 hrs.)	Current Salary	Estimated Amount with Current Benefits	Current Employee Title	Recommendation	FY 2027 Recommended Amount (with next year benefits)	
Papp-Norton,Abigail Margaret	201373	532	Full-Time	\$44,607.00	-\$76,000.00	Deputy Magistrate Clerk	Not Recommended	\$0.00	
Chin,Andrew Yong	00300587	532	Full-Time	\$44,607.00	-\$76,000.00	Deputy Magistrate Clerk	Not Recommended	\$0.00	
Sergeant,Chainy Moran	00300586	532	Full-Time	\$44,607.00	-\$76,000.00	Deputy Magistrate Clerk	Not Recommended	\$0.00	
Quelbio,John Rondel Gonzales	00300585	532	Full-Time	\$44,607.00	-\$76,000.00	Deputy Magistrate Clerk	Not Recommended	\$0.00	
Henry,Azizi Taj	00300583	532	Full-Time	\$44,607.00	-\$76,000.00	Deputy Magistrate Clerk	Not Recommended	\$0.00	
Ashley,Clayton Earl	00300344	532	Full-Time	\$44,607.00	-\$76,000.00	Deputy Magistrate Clerk	Not Recommended	\$0.00	
		Requested DELETED Position(s) Subtotal:			-\$456,000.00		RECOMMENDED Delete Position(s) Subtotal:		\$0.00

REQUESTED POSITION(S) TO BE ADDED

Current Employee Name	Current Employee Position Number	Requested Grade	Part-Time (20 hrs.) Full-Time (40 hrs.)	Requested Salary	Estimated Amount with Current Benefits	Requested Employee Title
Papp-Norton, Abigail Margaret	201373	533	Full-Time	\$48,287.00	\$80,350.00	Deputy Magistrate Clerk
Chin, Andrew Yong	00300587	533	Full-Time	\$48,287.00	\$80,350.00	Deputy Magistrate Clerk
Sergeant, Chainy Moran	00300586	533	Full-Time	\$48,287.00	\$80,350.00	Deputy Magistrate Clerk
Quelbio, John Rondel Gonzales	00300585	533	Full-Time	\$48,287.00	\$80,350.00	Deputy Magistrate Clerk
Henry, Azizi Taj	00300583	533	Full-Time	\$48,287.00	\$80,350.00	Deputy Magistrate Clerk
Ashley, Clayton Earl	00300344	533	Full-Time	\$48,287.00	\$80,350.00	Deputy Magistrate Clerk
Requested ADD Position(s) Subtotal:					\$482,100.00	

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CORRECTED POSITION(S) TO BE ADDED (match job duties above to compensation plan)

Current Employee Name	Current Employee Position Number	CORRECTED Grade by HR	Part-Time (20 hrs.) Full-Time (40 hrs.)	CORRECTED Salary	Estimated Amount with Benefits	CORRECTED Position Title by HR (match compensation plan)	Recommendation	FY 2027 Recommended Amount (with next year benefits)
Papp-Norton, Abigail Margaret	201373	532	Full-Time	\$44,607.00	\$76,000.00	Deputy Magistrate Clerk / 532	Not Recommended	\$0.00
Chin, Andrew Yong	00300587	532	Full-Time	\$44,607.00	\$76,000.00	Deputy Magistrate Clerk / 532	Not Recommended	\$0.00
Sergeant, Chainy Moran	00300586	532	Full-Time	\$44,607.00	\$76,000.00	Deputy Magistrate Clerk / 532	Not Recommended	\$0.00
Quelbio, John Rondel Gonzales	00300585	532	Full-Time	\$44,607.00	\$76,000.00	Deputy Magistrate Clerk / 532	Not Recommended	\$0.00
Henry, Azizi Taj	00300583	532	Full-Time	\$44,607.00	\$76,000.00	Deputy Magistrate Clerk / 532	Not Recommended	\$0.00
Ashley, Clayton Earl	00300344	532	Full-Time	\$44,607.00	\$76,000.00	Deputy Magistrate Clerk / 532	Not Recommended	\$0.00
Requested ADD Position(s) Subtotal:								\$0.00

Total Estimated Department Request: \$26,100.00

Updated Total Department Request: \$26,100.00

RECOMMENDED Total Department Request Utilizing FY 2027 Funds: \$0.00

RECOMMENDED Total Department Request Utilizing FY 2026 Funds: \$0.00