

**Justice Court Precinct 1  
Collin County Texas**



**M E M O R A N D U M**

**TO: Collin County Commissioners Court**  
**DATE: June 23<sup>rd</sup> 2022**  
**SUBJECT: JP Court Administration Position**

Shannon Williams [my current court administrator] has submitted her letter of intent to retire as of December 31<sup>st</sup> 2022.

Please accept this memo as my request to open the JP Court Administration position for new candidates immediately.

It is my wish to hire this position before Ms. Williams leaves and get her to assist in the training of the newly hired person.

I had a Clerk 1 position become vacant November 2021 and I have not filled that position. Therefore, I have unused funds in my budget. The savings from the current JP Court Administrator salary and savings from the vacancy will help cover the costs of the new position.

This request will help generate a smooth transition of this very important court position. As you may know, this position sets and monitors the court's budget, generates all of the State's reports, manages the court funds and check books, works with the auditor and other agencies both inside and outside the county. There are also responsibilities that I myself would not have the knowledge to train. The assistance of Ms. Williams training this position would be crucial to the operation of the court.

Your consideration is greatly appreciated.

Respectfully submitted

PMR