



127th Annual County and District Clerks' Association of Texas Conference

July 10-14, 2022 • Waco Convention Center



**Clerk of the Year
Award Nominee
Region III Nominee**



Clarissa Webster

County: Ector
Position: District Clerk
Years in Office: 8 years

List of Association Committees Served:

| | |
|-----------------------|--------------|
| Education Committee | 2016-Present |
| Legislative Committee | 2021-Present |
| CDCAT Parliamentarian | 2018-2020 |
| By-laws Committee | 2018-2020 |

List of other "Association" Notable Services:

| | |
|--|------------|
| Conference and Meeting Speaker, Presenter and Moderator for area meeting (Region 3 and Region 2) and CDCAT conferences | Various |
| Hosted Region 3 Area Spring Meeting | 2017 |
| Hosted Region 3 Area Fall Meeting | 2020 |
| Region III District Clerk of the Year Nominee | 2021, 2022 |
| Texas OCA's Resumption of Jury Trials Advisory Group | 2020-2021 |

List of Personal Information and Civic Service:

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|--|----------------|
| Odessa College Paralegal Advisory Committee | 2015-present |
| Certified Paralegal | 2007-present |
| Liberty Bell Award, Ector County Bar Association | 2015-2016 |
| Board Member Texas District Court Alliance | 2018-present |
| Sparks AWANA Director - Sherwood Baptist Church | 2008-2012 |
| Sparks AWANA Bible Study Group Teacher | 2012-Present |
| CRAVE Young Adult Sunday School Teacher | 2021-Present |
| Personnel Committee-Sherwood Baptist | 2018-Present |
| Missions Committee-Sherwood Baptist | 2015-2018 |
| Children Committee-Sherwood Baptist | 2012-2015 |
| Permian Basin Paralegal Association | 2007-2020 |
| Texas State Bar Paralegal Division | 2007-Present |
| National Association of Legal Assistants (NALA) | 2007-Present |
| Mission Trips to South Africa (June 2011) and Amazon Jungle, Peru (May 2014 and August 2014) | |
| Legal Assistant | 1995-2007 |
| Served on various and many committees and programs for Sherwood Baptist Church | Since 2008 |
| Prepared and presented the weekly Children's Lesson for our Sunday morning worship services | Since May 2017 |
| Sunday School teacher for the NOW College and Career class | Present |

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My entire professional career has been devoted to serving the citizens and local legal communities in both Ector and Midland Counties. I am passionate about the integrity and availability of public court records. During my eight years in office as Ector County District Clerk, I have worked with judges, prosecutors, and sheriff staff to improve collaborative communications and establish modern interdepartmental paperless processes. I initiated our local transition into e-filing for each and all case types in my office, and transitioned from 100% paper to completely paperless court files for all case types.

In addition to modernizing our current daily court records, I have also worked on restoration projects on our historic court records, to ensure that our local history is preserved. I have also lead my office through four separate legacy

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system conversion projects, plus a bulk archive digitization project, to establish a single source digital case management system for all case types and all date ranges, back to the inception of Ector County (1887 to present). I continue to work closely with the local judges, court staff, prosecutors, and legal communities to improve efficiencies and accuracies in the court and clerk processes for all those involved and affected by our work.

I established and instituted a local email-based, electronic notice system (with searchable and traceable options) providing our office with options for reliable, cost-effective, and rapid delivery of local court orders and required notices. To improve and remain consistent in efficient clerical services and future training processes, my supervisory staff and I are drafting, developing, and assembling a step-by-step procedural manual (first-ever in this office), specific to our local office's digital processes. This procedural manual is now electronically stored, shared, and available for instant daily access by all local deputy clerks.

Idea sharing and innovative problem solving are some of my favorite activities. I make every effort to be available for other elected officials and department heads to provide information, statutes, rules, and electronic resources, and happily share our local processes and forms with other clerks around the State. I have been invited multiple times to speak and provide training at our associations' regional and statewide education conferences on various complex and specialized topics, and have thoroughly enjoyed each opportunity to do so.

I make every effort to stay informed and current on the duties, requirements, challenges, and recommended practices for district clerks, and thoroughly enjoy sharing that information and knowledge base with both my office staff and our statewide clerk family. If I do not know the answer to a question, I do my best to research and locate the correct answer as promptly as possible. I am always happy to provide and share forms, processes, and other resources with anyone who may find it helpful. I continually and consistently search for innovative and cost-effective digital solutions to improve accuracy and efficiency within my office and for our statewide clerk community.

In 2020, I was happy to be invited to collaborate with a small team of clerks to create and implement a new mentor program for clerks. Together we have developed a plan, presented a formal recommendation to the CDCAT Executive Board to establish a new ad hoc committee that will serve as a Clerk Mentoring Committee. Our goal was to launch and establish a mentor program that can be sustained for many years to come, to provide mentoring options for both new and long-term clerks in the State of Texas, and to improve and expand the availability of personalized moral support, education options, and resources for the current and future generations of district, county, and combo clerks.

For 21 years and counting, I remain happily married to the love of my life, Daren Webster. We are blessed to enjoy our 5 children (now grown), 1 son-in law, 2 daughters-in-law, 4 grandsons, and 6 granddaughters. We are energetically and enthusiastically involved members of Sherwood Baptist Church of Odessa.