



County Clerk

What does a county clerk do?

- Serves as clerk and custodian of records for the Commissioners Court, Constitutional County Court and Statutory County Courts.
- Acts as a recorder and custodian of important public records, including all bonds, deeds, birth and death certificates, assumed names and livestock brands, ensuring that records are maintained in a secure, archival manner.
- Issues marriage licenses.
- Serves as chief elections officer in most counties.

Visit the County & District Clerks' Association of Texas' website to learn more.

In Texas, counties with a population of fewer than 8,000 (unless there has been a special election), the county clerk also serves as the district clerk and assumes all constitutional and statutory duties of both positions.

Learn more at [texascountiesdeliver.org](https://www.texascountiesdeliver.org)





County District Clerk

What does a county district clerk do?

- Serves as clerk and custodian of all records for the District Courts.
- Indexes and secures all court records, collects filing fees, and handles funds held in litigation and money awarded to minors.
- Coordinates the jury panel selection process.
- May process passport applications.
- Manages court registry funds.

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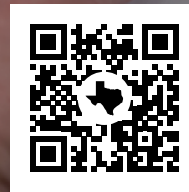
County Treasurer

What does a county treasurer do?

- Receives and deposits all county revenues.
- Acts as chief liaison between the county and depository banks.
- Disburses funds upon the order of the Commissioners Court.
- Records receipts and expenditures and reconciles bank statements.
- May prepare the payroll.
- May be designated as the county's investment officer and required to submit regular reports on county finance to the members of the Commissioners Court.
- May also act as the county's human resources officer, employee benefits coordinator, risk manager and insurance coordinator.
- May have some audit responsibilities in counties with no auditor.

Visit the County Treasurers' Association of Texas website to learn more.

Learn more at texascountiesdeliver.org





County Tax Assessor-Collector

What does a county tax assessor-collector do?

- Calculates property tax rates for the county.
- May collect taxes for cities, schools and other local taxing entities.
- Processes motor vehicle title transfers.
- Issues motor vehicle registration and licenses.
- May process boat titles and registrations.
- Registers voters and may conduct elections.
- Collects various other fees for the state and county.

Visit the Tax Assessor-Collectors Association of Texas website to learn more.

Learn more at texascountiesdeliver.org



PROOF OF AUTO LIABILITY
(For Employee)

Dear Employee:
You have agreed to use your automobile for approved purposes. In the event of an accident, your insurance will be primary coverage for physical damage to your automobile. As per ES requirements, you must maintain adequate liability insurance on private vehicles on approved district business at all times. This verification of vehicle liability insurance is required annually. Employee liability information maintained on file with the insurance coverage.

Recommended minimums for personal automobiles

Amount	Bodily Injury	Amount	Property Damage
\$300,000		\$50,000	

Please COMPLETE the following information, as indicated and RETURN to the administrative office.

Insurance Company Name: _____

Policy Number: _____

POLICY LIMITS:

Amount	Bodily Injury

Date Of Birth: _____

License: _____

Insurance (S): _____

Signature: _____

Employee Name: _____





County Constable

What does a county constable do?

- Serves as a licensed peace officer and performs various law enforcement functions, including issuing traffic citations.
- Serves warrants and civil papers such as subpoenas and temporary restraining orders.
- Serves as bailiff for Justice of the Peace Court.

Visit the Justices of the Peace and Constables Association website to learn more.

Learn more at [texascountiesdeliver.org](https://www.texascountiesdeliver.org)





County Justice of the Peace

What does a county justice of the peace do?

- Hears traffic and other Class C misdemeanor cases punishable by fine only.
- Hears civil cases with up to \$20,000 in controversy.
- Hears landlord and tenant disputes.
- Hears truancy cases.
- Performs magistrate duties.
- Conducts inquests.

Visit the Justices of the Peace and Constables Association website to learn more.

Learn more at [texascountiesdeliver.org](https://www.texascountiesdeliver.org)





County Judge

What does a county judge do?

- Presiding officer of the Commissioners Court.
- Represents the county in many administrative functions.
- Serves as budget officer in counties with fewer than 225,000 residents.
- Most have broad judicial duties, such as presiding over misdemeanor criminal and small civil cases, probate matters and appeals from the Justice of the Peace Court.
- Serves as head of emergency management.

Visit the County Judges & Commissioners Association of Texas website to learn more.

Learn more at [texascountiesdeliver.org](https://www.texascountiesdeliver.org)





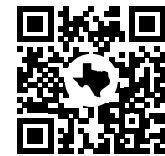
County Commissioner

What does a county commissioner do?

- As a member of the Commissioners Court, exercises broad policy-making authority.
- Represents one of four precincts within the county.
- Typically responsible for building and maintaining county roads and bridges within their precinct.

Visit the County Judges & Commissioners Association of Texas website to learn more.

Learn more at [texascountiesdeliver.org](https://www.texascountiesdeliver.org)





County Sheriff

What does a county sheriff do?

- Serves as a licensed peace officer and is responsible for enforcing the criminal laws of the state.
- Manages and operates the county jail.
- Provides security for the courts.
- Serves warrants and civil papers.
- Regulates bail bondsmen in counties with no bail bond board.
- May serve as the tax assessor-collector in counties with fewer than 8,000 residents.

Visit the Sheriffs' Association of Texas website to learn more.

Learn more at texascountiesdeliver.org





County Auditor

What does a county auditors do?

- Appointed by the district judge(s).
- Prepares and administers accounting records for all county funds.
- Audits the records and accounts of the various county departments.
- Verifies the validity and legality of all county disbursements.
- Forecasts financial data for budgetary formulation purposes.
- Serves as budget officer in counties with more than 225,000 residents. (Counties with more than 125,000 residents may opt for an appointed budget officer.)

Visit the Texas Association of County Auditors website to learn more.

Learn more at texascountiesdeliver.org





County Attorney

What does a county attorney do?

- Represents the state in prosecuting misdemeanor criminal cases.
- Works with law enforcement officers in the investigation of criminal cases.
- Provides legal advice to the Commissioners Court and to other elected officials.
- Brings civil enforcement actions on behalf of the state or county.
- Represents victims of family violence in protective order proceedings.
- Represents Texas Department of Family and Protective Services in child abuse and neglect cases.
- Represents the state in applications and petitions for mental health commitments.

Visit the Texas District & County Attorneys Association website to learn more.

Learn more at [texascountiesdeliver.org](https://www.texascountiesdeliver.org)





District Attorney

What does a district attorney do?

- Represents the state in prosecuting felony criminal cases.
- Works with law enforcement officers in the investigation of criminal cases.
- Presents cases to the grand jury.
- Represents victims of violence in protective orders and represents the state in removing children from abusive households.

Some counties have either a criminal district attorney or a combination county and district attorney. In these counties, one office performs the functions of both the county attorney and the district attorney.

Learn more at texascountiesdeliver.org

