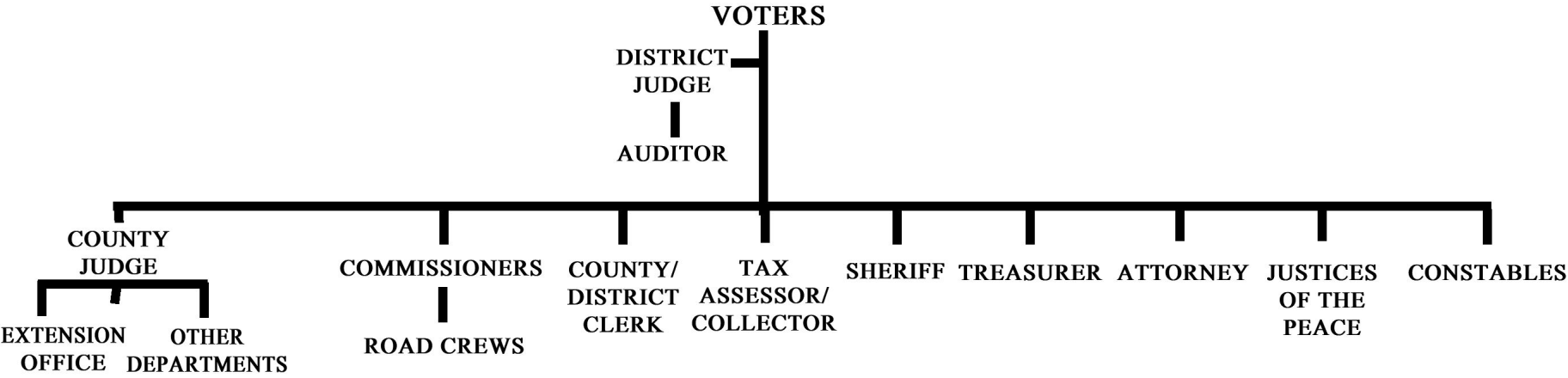


Coke County Officials



County Judge • Roy Blair • Elected to Office in 2002

The Texas Constitution vests broad judicial and administrative powers in the position of county judge, who presides over a five-member commissioners court, which has budgetary and administrative authority over county government operations.

The county judge handles such widely varying matters as hearings for beer and wine license applications, hearing on admittance to state hospitals for the mentally ill and mentally retarded, juvenile work permits and temporary guardianships for special purposes. The judge is also responsible for calling elections, posting election notices and for receiving and canvassing the election returns. The county judge may perform marriages.

A county judge in Texas may have judicial responsibility for certain criminal, civil and probate matters - responsibility for these functions vary from county to county. In those counties in which the judge has judicial responsibilities, the judge has appellate jurisdiction over matters arising from the justice courts. The county judge is also head of civil defense and disaster relief, county welfare and in counties under 225,000 population, the judge prepares the county budget along with the county auditor or county clerk.

County Commissioners

Pct 1 • Gene Montgomery • Elected in 2004 • Pct 3 • Gaylon Pitcock • Elected in 2000
Pct 2 • Wendell Lee • Elected in 2010 • Pct 4 • Bobby Blaylock • Elected in 2006

The job of the county commissioner calls for hands-on service delivery, as well as policy-making decisions about a variety of important matters.

Four commissioners, each elected from a quarter of the county's population, serve along with the county judge on the commissioners court. Many people know that the commissioners court is responsible for building and maintaining the roads and bridges of the county. In your county, your commissioner may have individual responsibility for the roads in his precinct or county road maintenance may be centralized under a unit road system.

The commissioners court also has the responsibility to adopt the budget and tax rate that is sufficient to fund the personnel, equipment and infrastructure necessary to deliver the services provided by the county. Typically, the commissioners court is responsible for conducting business on behalf of the county, and only the commissioners court can enter into contracts on behalf of the county.

The commissioners court does much more than maintain roads and adopt a budget and a tax rate. County government's operations are often tailored to meet the needs and resources of the community, so the programs overseen by the commissioners court may vary from county to county. In a typical county, the commissioners court also establish precinct boundaries for commissioners and justices of the peace, determine the number and type of county employees and their compensation, acquire property for rights of way or other public uses, adopt and enforce subdivision regulations, provides rural ambulance services and subsidizes rural fire protection, and supervises and controls the county courthouse and other county buildings and facilities

As with all elected county officials, the commissioner who serves as an ex officio road commissioner has ultimate authority over the operations of the office, including the authority to hire and fire personnel and direct their daily activities. The county commissioner also has authority to determine how to use all other resources allocated to the office during the budget process.

County/District Clerk • Mary Grim • Elected to Office in 1998

District Clerk

The district clerk has a duty to keep the records of the district court safe and properly arranged. The district clerk must, among other things record the acts and proceedings of the district court, enter all judgments of the court under the direction of the judge, record all executions issued and the returns issued on the executions, administer child support payments, administer trust accounts for minors ordered by the courts keep an index of the parties to all suits filed in the court, and make reference to any judgment made in the case and keep an account of all funds collected by the office, including fines and fees, and determine the amount due to citizens who serve on a jury in district court.

County Clerk

The county clerk administers all the county and state elections unless the commissioners court has transferred those duties to the tax assessor-collector or a county election administrator. The county clerk may contract with local political subdivisions to conduct their elections. The county clerk conducts the primary early voting and, at the party's request, may contract to conduct the general primary and the runoff primary elections. The county clerk also serves as clerk of both the county court and the commissioners court, and it is the clerk that maintains the official records of both the county court and the commissioners court. As clerk of the county court, the county clerk also receives and is responsible for money paid in fines and fees and for the payment of juror fees.

The county clerk also is the custodian of a variety of other important public records, such as deeds and other instruments and birth and death certificates. The county clerk also issues marriage licenses.

In Texas counties with a population of less than 8,000, unless there has been a special election, the county clerk also serves as the district clerk, assuming all constitutional and statutory duties of the district clerk, along with those of county clerk.

As with all elected county officials, both the county clerk and the district clerk have ultimate authority over the operations of the office, including the authority to hire and fire personnel and direct their daily activities. Both the county clerk and district clerk also have authority to determine how to use all other resources allocated to the office during the budget process.

County Tax Assessor/Collector • Josie Dean • Appointed November 2005 • Elected to Office in 2006

The major tax duty of the assessor-collector, is the assessment (calculation) of taxes on each property in the county and collection of that tax, but the tax assessor-collector does not appraise property. That function is performed by the Appraisal District, which is not a part of county government. As an agent of the Texas Department of Transportation, the assessor-collector also is responsible for the registration and licensing of motor vehicles owned by residents of the county.

In most Texas counties, the tax assessor-collector is the voter registrar. In a few counties, the county clerk or an elections administrator provide this function. The county tax office voter registration responsibilities include accepting applications for voter registration, issuing voter certificates, maintaining voter registration lists, verifying petitions for local option elections and submitting required reports to the Secretary of State's Office.

The county tax assessor-collector is also responsible for the collections of special fees imposed by the county and state on coin-operated vending machines, alcoholic beverage permits and registration and titling boats.

As with all elected county officials, the tax assessor-collector has ultimate authority over the operations of the office, including the authority to hire and fire personnel and direct their daily activities. The tax assessor-collector also has authority to determine how to use all other resources allocated to the office during the budget process.

County Sheriff • Wayne McCutchen • Elected to Office in 2008

The sheriff is the chief law enforcement officer in the county and has a range of duties that include criminal investigations, traffic enforcement, and operation of the jail, including the safekeeping of inmates and operation of the jail commissary. The sheriff also provides security for the courthouse, including the county and district courts, assists with service of subpoena and other process and accepts bail for prisoners in his custody. In a county without a Bail Bond Board, the Sheriff sets bail bond policy for the county. Finally, the sheriff may conduct sales of forfeited property, property being sold at auction for failure to pay property taxes and property sold to satisfy judgments in civil cases.

As with all elected county officials, the sheriff has ultimate authority over the operations of the office, including the authority to hire and fire personnel and direct their daily activities. The sheriff also has authority to determine how to use all other resources allocated to the office during the budget process.
More will be discussed regarding the office, duties, and powers of sheriffs later in this special section.