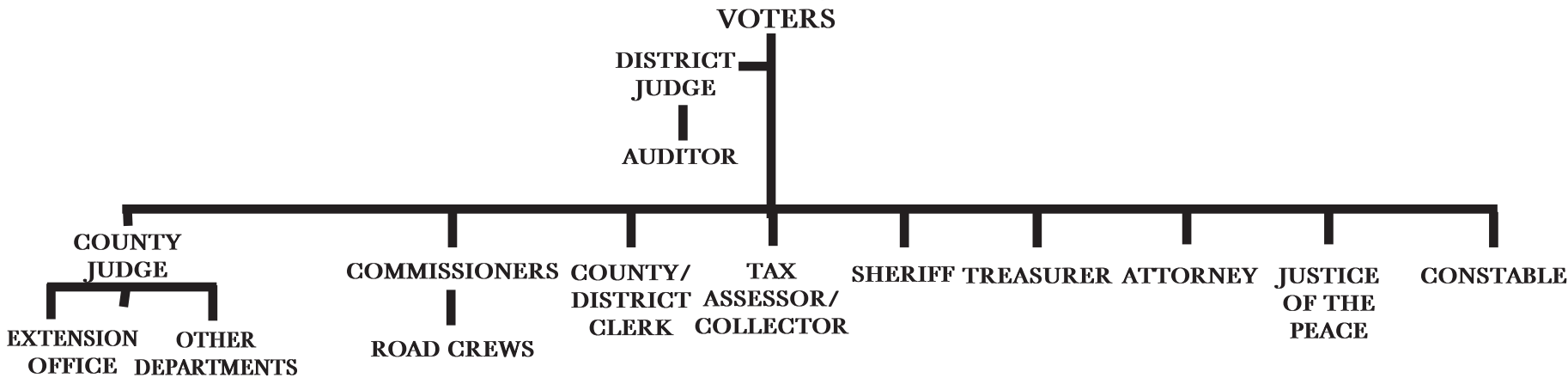


Coke County Officials



PUBLIC PROFILES

As people move to Coke County, it's sometimes difficult to determine where to go and who to talk to at the local government offices.

Each week, *The Observer/Enterprise* will highlight one or more of these offices. These highlights will include the services performed at that office

and an introduction to the people who make that office work.

This week, we are highlighting a few of the offices of our county government. The table above shows the relationship between the voters and the officials.

County/District Clerk Mary Grim Elected to Office in 1998

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.

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



County/District Clerk Mary Grim (center) is shown with Deputy Clerks Monica Reyes (left) and Martha Ratliff. Martha joined this office in the spring of 2007, with Monica coming on board last fall. Raised in San Angelo, Mary moved to Robert Lee in 1974. Before becoming a deputy clerk for Ettie Hubbard, Mary worked at Coke County Pharmacy and Texas State Bank. She has two children, Sheri Hood and Steve Ebenstein, and seven grandchildren.

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.

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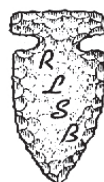
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