

2022

County Officials Orientation Program

Clerks of Court – Items of Importance

- ◇ Oaths of office taken, signed, and filed with County Clerk. Sample Oaths are on the CTAS website
→Reference→Sample Documents→Oaths of Office
- ◇ Your surety bond is approved and certified by the appropriate court – Circuit, Chancery, Criminal, General Sessions, or Juvenile Court - entered into the minutes of the court, recorded with the Register of Deeds, and filed with the County Clerk. Note: the bond must be transmitted to the County Clerk for filing within either forty (40) days after the election or twenty (20) days (September 21st) after the term of office begins. If obtaining insurance instead of a bond, the certificate of insurance must be recorded with the Register of Deeds.
- ◇ Consult with the County Attorney before dismissing employees or making significant personnel changes. (Do not fire anyone!)
- ◇ Review records' management guidelines and office retention schedules before discarding any information/record.
- ◇ Review the office bank accounts (including investments), petty cash, and contracts. Complete signature card, review account status and privileges.
- ◇ Determine if your office is on the budgetary or fee system.
- ◇ New fee officials have thirty (30) days from taking office to sign a letter of agreement or file a salary suit regarding staffing levels and funding.
- ◇ Policy review:
 - County ethics policy
 - Personnel Policy
 - Internal controls, risk assessments, and internal office policies and procedures.
- ◇ In your county's budget or finance office: (These should be in your mayor's office if decentralized or in the finance or budget office in counties with centralized finance.)
 - Obtain and review your office's budget and the most recent statement of expenditures.
 - Obtain a list of your office's fixed assets and review it for accuracy.
 - Review the county's current purchasing policy
- ◇ Review the CTAS Clerks of Court Manual which can be found on the CTAS website (e-Li).
- ◇ Contact computer vendor or county network services regarding access to your office system.