

County Clerk: Items of Importance

- ◇ Bring your Oath of office, have it affirmed (including signing) and file with County Clerk. Sample Oaths can be found on CTAS website→Reference→Sample Documents→Oaths of Office.
- ◇ Surety bond or insurance is approved by the Commission/County Legislative Body. Record the bond with the Register of Deeds and file with County Clerk within 40 days after the election or 20 days after the term of office begins. If obtaining insurance, record the certificate of insurance with the Register of Deeds.
- ◇ Go to the bank that handles the official bank account(s) and change who has signing authority.
- ◇ Be familiar with the Rules of Procedure to chair the Commission for the initial meeting. Information, including sample Rules of Procedure, can be found on the CTAS website by searching CTAS-18.
- ◇ Consult the county attorney before dismissing any employees or making significant personnel changes (do not fire anyone).
- ◇ Do not discard anything without checking with your Records Commission. Info is on the CTAS website regarding records retention (CTAS-197) and your office's retention schedule (CTAS-2050).
- ◇ Review policies:
 - Financial/Purchasing policies – check with budget/finance office
 - Personnel policy - check with the county clerk's office
 - Ethics policy – check with the county clerk's office
- ◇ Review financial information – check with the budget/finance office or mayor's office:
 - Determine whether your office operates under a budget/salary system or a fee system
 - Bank accounts/statements, petty cash, and contracts
 - List of Fixed/Capital assets - verify these
 - FY23 (Fiscal Year) budget. Determine if budget is approved/adopted or is in progress because FY23 began 7/1/22. Note: Newly elected fee officials have thirty (30) days from taking office to file a salary suit or sign a letter of agreement.
 - Prior audit findings (can also find on the TN Comptroller's website – Local Gov't Audit)
 - Documented internal controls
- ◇ Review the CTAS County Clerks Manual which can be found on the CTAS website and click e-Li.