



New County Mayor/Executive

CHECKLIST

COUNTY-SPECIFIC REQUIREMENTS MAY APPLY. This checklist is a general guide. Private acts, charter provisions, financial management laws, personnel systems, purchasing systems and other local policies may differ. Consult your county attorney, finance director, and other advisors as needed.

Legal Requirements and Initial Filings

- Take your oath of office before an official authorized to administer oaths, sign it, and file it with the County Clerk.
- Ensure your official bond (or certificate of insurance, if applicable) is approved by a General Sessions Judge, recorded with the Register of Deeds, and filed with the County Clerk within 30 days of taking office.

Review Financial and Administrative Information

- Review financial policies and procedures.
- Review ethics policy.
- Review the county's budget.
- Review internal controls, audit findings, and corrective action plans (if applicable).
- Review grants, contracts, litigation, capital projects and outstanding debt.

Personnel and County Operations

- Sign letters of agreement for elected officials, if applicable.
- Review personnel policy and organizational structure.
- Consult the County Attorney before significant personnel decisions.
- Review records management requirements before disposing of any county records.
- Review boards and commissions to which you make appointments.
- Review committees of the County Legislative Body.