Overview of County Government (6 hours)

The mission of this one-day course is to review the primary functions of county government and the duties and responsibilities of elected and non-elected officials in carrying out those functions. Participants gain a better understanding of the roles of all of the county departments and how those departments interact with each other as a team in providing services to the public.

Credit Hours count toward:

County Assessor Certification
County Clerk Advanced II Certification
County Commissioner Advanced I and II Certification/Accreditation discretionary course
County Court Clerk Module I Certification
County Treasurer Basic Certification

Testimonials from Participants:

- “I enjoyed the whole class. It was very interesting the people participation and comments- one of the best classes I’ve attended! Good Work!”
- “Great interaction and group participation”
- “Trivia questions were fun and interesting. Also enjoyed how you encourage group participation.”
- “Very well done!!”
- “Good info. enjoyable environment conducive to learning”
- “The history and county processes were very useful. It helps see the complete picture of county government.”
- “I better know how the county government works, and I can better direct our customers to the other office if need be.”

Course Outline
I. County Government History & Characteristics
II. Major Functions of Elected Officials
   A. Roles of Each Official
   B. Interactions Among Officials
III. Major Functions of Non-Elected Offices
   A. Roles of Each Office
   B. Interactions Among Offices
IV. Funding County Government
   A. Primary Revenue Sources
   B. Typical Expenditures
V. Bibliography
VI. Appendix A – County Officer Handbook, Chapters 1-4
VII. Appendix B – Internet Website Resources