



CAROL A. DUNAWAY
SUPERVISOR OF ELECTIONS
JACKSON COUNTY, FLORIDA

Job Descriptions of Elected County Officials

Board of County Commissioners

The Board of County Commissioners is the legislative and policy-making body of County Government. The Board establishes policies through the enactment of ordinances and adoption of resolutions. The Board adopts the budget and makes all budget decisions with regard to appropriation of funds to county departments, divisions, and some Constitutional Officers in accordance with State Statutes.

The Board of County Commissioners normally holds meetings twice a month. The five members of the Board of County Commissioners are elected to serve in five separate districts. The Board appoints the County Administrator and the County Attorney and confirms the appointment of department heads.

County Court Judge

The Constitution establishes a county court in each of Florida's 67 counties. County judges serve six-year terms. To be eligible for the office of county judge, a person must be a resident of Jackson County and must have been a member of The Florida Bar for five years.

The trial jurisdiction of county courts is established by statute. The jurisdiction of county court extends to civil disputes in which the matter in controversy does not exceed, exclusive of interest, costs, and attorney fees:

1. If filed on or before December 31, 2019, the sum of \$15,000.
2. If filed on or after January 1, 2020, the sum of \$30,000.
3. If filed on or after January 1, 2023, the sum of \$50,000.

The majority of non-jury trials in Florida take place before county court judges. The county courts are sometimes referred to as "the people's court," because a large part of the court's work involves a large volume of citizen disputes, violations of county and municipal ordinances, traffic offenses, and all misdemeanor cases except those that are handled by the circuit court. County court judges may also hear certain uncontested family law matters.



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Sheriff

The Sheriff is the chief law enforcement officer in the county and is the Constitutional authority for the Office of the Sheriff. The Sheriff may appoint deputies to act on his behalf and they have the same arresting power. The Sheriff provides law enforcement services in unincorporated areas of the county and assists the municipal police departments with various support services.

The Sheriff serves warrants in the county and is responsible for enforcing legal judgment such as foreclosures, evictions, and repossessions. The Sheriff provides security for the county courthouse, as well as school resource officers in all public schools in Jackson County.

Within the Sheriff's Office are specialized units that assist the Sheriff in protecting the citizens of Jackson County.

Each year the Sheriff is responsible for submitting a budget for the Sheriff's operations to the Jackson County Board of County Commissioners, in compliance with Florida Statute 30.49. The Sheriff is a constitutional officer, elected by popular vote and serves a four-year term.

Clerk of Circuit Court and Comptroller

The Clerk of Court, as an elected Constitutional Officer, serves as Clerk to the Circuit Court, Clerk to the County Court, and Clerk to the Board. The Clerk of Court is elected by popular vote for a four-year term. The primary duties of the office are outlined in Chapters 28 and 218, Florida Statutes, and include recording all instruments that are required by law to be recorded, including instruments relating to the ownership, transfer, or claims against real or personal property; judgments entered into by any court of this state; notices of liens for taxes; petitions for proceedings under the Bankruptcy Act of the United States; and dissolutions of marriage.

Clerk of Court services, funded by the State, include jury management, providing clerks for all courtroom attendance for juvenile and County Court proceedings, maintaining records for case management, file control, evidence inventory and control, and court docketing. Fines and fees are recorded, collected, accounted for, and disbursed for traffic, misdemeanors, public defender fees, and restitution. Disbursements are made to municipal, county, and state government.

Clerk to the Board services, also known as the Comptroller responsibilities, funded by the Board, include maintaining records, contracts, ordinances, and minutes of all Board meetings, workshop, committees, and commissions; financial services; preparation of annual financial statements, as well as processing of payroll for all County Commission employees; preaudit of all vendor checks and travel reimbursement; maintenance of all inventory records for fixed assets; participation in issuance of all County bonds; monitoring all data processing systems for disbursements through life cycle to ensure adequate audit and security controls; and investment of all Board funds for the purpose of maximizing interest revenues.



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Property Appraiser

The Property Appraiser, an elected official, is responsible for determining the market value of property in the County for taxing purposes and to inspect every property in the county once every five years. Staff appraisers must physically inspect the properties and determine if there are any changes or additions to the property and then adjust the value of the property if necessary. The property appraiser is also responsible for processing applications for exemptions. The Property Appraiser is elected by popular vote and serves a four-year term.

The total funding for the Property Appraiser's Office is provided on a formula based on ad valorem property taxes assessed by the Board of County Commissioners and various special taxing districts. The Property Appraiser's budget is approved by the Florida Department of Revenue, with the County Commission having the discretion to review and comment only.

Tax Collector

The Tax Collector, and elected official, is the only Constitutional Officer whose budget is funded totally by fees and commissions with no direct ad valorem tax levy. The tax collector collects and distributes monies for various state and local governmental agencies and taxing authorities.

The Tax Collector's primary duty throughout the year is serving as the local "DMV." In Florida, county tax collectors – acting as special agents for the state – register motor vehicles and boats; and issue various licenses. In Jackson County, the tax collector has become the sole provider of driver licenses.

Supervisor of Elections

The Supervisor of Elections is the Constitutional Officer designated by Florida law to administer elections and voter registration for Jackson County. The primary duties of the Supervisor and staff are:

- Conduct federal, state and district elections.
- Maintain voter registration rolls of approximately 28,000 registered voters in 14 precincts.
- Mail advance notice of elections to voters who are overseas, in the military, or who request notification.
- Accept Vote by Mail ballot requests and send, receive, and verify Vote by Mail ballots.
- Qualify candidates for district and county offices; receive candidate campaign finance reports for district and county offices and make them available to the public.
- Receive and maintain public financial disclosure reports on behalf of the Commission on Ethics
- Maintain voting equipment.
- Hire and train in excess of 100 poll workers each election cycle.
- Acquire and equip polling places.
- Maintain statistics on election results, voting history, and voter registration.
- Verify petition signatures for initiative, district, and county candidate petitions.
- Maintain and update mapping for precincts.
- Conduct voter outreach drives and education activities.



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Superintendent of Schools

The office of superintendent of schools is created in Article IX of the Constitution of the State of Florida. The superintendent of schools is elected by popular vote and serves a term of four years. The Superintendent:

- Exercises oversight over the school system in order to determine problems and needs and recommend improvements.
- Advises, counsels, and recommends to the school board on educational matters to be acted upon.
- Recommends policies considered necessary for more efficient operation of the school system.
- Recommends rules to supplement those adopted by the State Board of Education and implement the rules when they are adopted.
- Recommends to the school board standards necessary for efficient operation of any aspect of education in the district and execute those standards.
- Performs duties and exercises responsibilities as assigned to the Superintendent by laws and by regulations of the State Board of Education.

School Board Member

The district school board operates, controls, and supervises all free public schools in their district and may exercise any power except as expressly prohibited by the State Constitution or general law. The School Board shall:

- Determine policies and programs necessary for efficient operation and improvement of the district school system.
- Adopt rules to implement provisions of law.
- Prescribe and adopt standards for improving the district school system.
- Act as the contracting agent for the school system.
- Perform duties assigned by law or by rules of the State Board of Education.
- Assign students to schools.

The five members of the District School Board are elected to serve in five separate districts.