



THE TEXAS CONSTITUTION ARTICLE 5. JUDICIAL DEPARTMENT

Sec. 20. COUNTY CLERK.

There shall be elected for each county, by the qualified voters, a County Clerk, who shall hold his office for four years, who shall be clerk of the County and Commissioners Courts and recorder of the county, whose duties, perquisites and fees of office shall be prescribed by the Legislature, and a vacancy in whose office shall be filled by the Commissioners Court, until the next general election; provided, that in counties having a population of less than 8,000 persons there may be an election of a single Clerk, who shall perform the duties of District and County Clerks.



WHO WE ARE

URA supports the County and District Clerks of Texas Association in the education of its members.



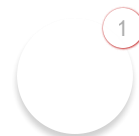
PURPOSE

The purpose of the Alliance as stated in our bylaws is to establish a coalition of urban recorders and staff to provide a means for the education of its members and to participate in the legislative, judicial and executive processes of state and federal government. To participate in any activities that shall be beneficial in the performance of the members' duties as they relate to issues faced by counties with larger populations. This includes, but not limited to:

- Identifying efficiencies in business processes that results in best practices,
- Analysis of business processes and the impact of proposed legislation,
- Structured and focused training in management and leadership
- Continued education in societal issues that impacts county clerk offices and operations, i.e. property fraud, electronic or digital process improvements, legislations bracketed for counties of higher populations

The Alliance welcomes participation from any county who express an interest in attending our annual meeting where we: (1) address issues faced by counties across the State of Texas, (2) educate clerks on best practices, (3) administrative responsibilities, (4) budget, (5) personnel matters and (6) technology enhancements.

The Alliance further supports the County and District Clerks of Texas Association in the education of its members.





WHAT WE DO

The county clerk is an administrative elected official in the State of Texas. One of the few positions written in the Texas Constitution. As such, the county clerk serves as the custodian of all county records maintained since the establishment of the county.

County level courts; county criminal (misdemeanor) courts, county courts at law (civil), probate/mental illness courts:

- Clerk of the County Courts (Civil): *Local Government, Rules of Civil Procedure, Civil Practice and Remedies Code*
- Clerk of the County Courts (Misdemeanor): *Government Code, Local Government, Rules of Criminal Procedure*
- Clerk of the County Courts (Probate): *Texas Constitution, Local Government, Estate Code, Family Code, Rules of Civil Procedure, Civil Practices and Remedies Code*

Local registrar for vital records; birth, death records; issuance of marriage license:

- County Clerk as Local Registrar of Vital Records: *Government Code, Local Government Code, Family Code, Health and Safety Code*

Recorder of official public records, i.e., property records, military discharges (DD2-14), Assume Names for Business (DBA)

- County Clerk as Recorder of Deeds/Official Public Records: *Texas Government Code, Local Government Code, Property Code, Uniform Commercial Code, Civil Practice and Remedies Code, Business and Commercial Code*

Trust account administrator: for minors and incapacitated individuals.

- County Clerk as Registry of the Court: *Local Government Code, Code of Criminal Procedure, Civil Practice and Remedies Code, Property Code, Estate Code, Texas Rules of Civil Procedure and Family Code*

Ex Officio member of the commissioner's court.

- Clerk of the Commissioners Court; Ex Officio Member: *Texas Constitution, Article XVI, Texas Government Code, Local Government Code*

Collector of court costs and fines assessed in the misdemeanor court.

- County Clerk as Clerk of County Courts (Criminal Collections): *Local Government, Rules of Criminal Procedure, Texas Penal Code*

Elections administrator for the county.

- County clerk is the statutory administrator for county elections: *Texas Elections Code*. Some counties through commissioner's court order creates the position of elections administrator. *Texas Elections Code, Chapter 31.*



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Members Only

