

Internal County Information

Office

Duties (Not a Comprehensive List)

Auditors	512-943-1500	<ul style="list-style-type: none"> • Line Item Transfer • Payroll • Accounts Payable • Accounts Receivable • Internal Audit
Budget Office	512-943-1551	<ul style="list-style-type: none"> • Budget • Line Item Transfers
Commissioner Court Agenda/Contracts (Legal)	512-943-3862 512-943-3878	<ul style="list-style-type: none"> • Contracts for Court to Consider <ul style="list-style-type: none"> ◦ <u>All contracts must be approved by Commissioners Court</u>
Commissioner Court Agenda (Items Help) County Judge	512-943-1550	<ul style="list-style-type: none"> • Help with agenda items that are “in routing”
Facilities Director – Dale Butler	512-943-1599	<ul style="list-style-type: none"> • Office Keys/Access • Office maintenance concerns • Plumbing • HVAC <p>**Facilities does not move furniture**</p>
Human Resources	512-943-1533	<ul style="list-style-type: none"> • ID Badges • Hire/Termination • Job Posting • Benefits • Insurance questions
Information Technology (IT)/GIS	512-943-1456	<ul style="list-style-type: none"> • Help Desk (IT issues) • Oracle (W2, Requisitions, Paystub) • Kronos (Timecard) • AgendaQuick (Commissioners Court Agenda) • Phone System • 911 Addressing (New Addresses)
Public Information Office	512-943-1663	<ul style="list-style-type: none"> • Press Releases • News Interviews • Media Interactions
Purchasing	512-943-3553	<ul style="list-style-type: none"> • How to buy things • Purchase Orders (PO) • Requisitions • Procurement Card (P-Card) <ul style="list-style-type: none"> ◦ Recommended limits will be given <p>**Only the County Judge or Presiding Officer can sign documents committing the county to terms, funds, etc.**</p>

General Information

Office		Duties (Not a Comprehensive List)
Central Appraisal District 625 FM 1460	512-930-3787	<ul style="list-style-type: none"> • File Homestead Exemption • Protest Taxes
County Tax Office	512-943-1601	<ul style="list-style-type: none"> • Register Motor Vehicle • Renew License Plate • Pay taxes • Handicap Sticker
County Clerk	512-943-1515	<ul style="list-style-type: none"> • Bond Recording for Elected Officials • Marriage license • Death Certificate/Birth Certificate • DBA – Doing Business As • Recording • Plat Records
County Attorney	512-943-1111	<ul style="list-style-type: none"> • Misdemeanor Crimes • Hot Checks • Public Information Requests • Protective Orders • Juvenile Crimes • Child Protective Services
Constable Environmental Officer	Pct. 1 512-244-8650 Pct. 2 512-260-4270 Pct. 3 512-943-1434 Pct. 4 512-238-2181	<ul style="list-style-type: none"> • Environmental Issues: Junk cars; Nuisance; Private grass too high; Rodents • Warrants • Civil Papers
Health District	512-943-3620	<ul style="list-style-type: none"> • Food serving permit • Restaurant Establishment • Reporting Unclean Food Store
Justice of the Peace	Pct. 1 512-244-8622 Pct. 2 512-260-4210 Pct. 3 512-943-1501 Pct. 4 512-352-4155	<ul style="list-style-type: none"> • Eviction Notices • Restraining Orders • Death Certificates – if recent and hasn't received • Small Claims court <\$10k
OSSF & Environmental Enforcement	512-943-3330	<ul style="list-style-type: none"> • Septic Tank issues
Road and Bridge/Engineers County Engineer Field Ops/Maintenance Roadway Design Fleet (Cars)	512-943-3330 512-943-3849 512-943-3352 512-943-1940 512-943-3330	<ul style="list-style-type: none"> • Driveway Permit • Septic Tank Permit • Subdividing Land • Schedule for paving and mowing • Flooding issues • Culverts needs cleaned out • Pothole and shoulder work needs • Culvert installation at driveway on CR
Sheriff Office	512-943-1300	<ul style="list-style-type: none"> • Traffic/Patrol/Jail

General Information

Office		Duties (Not a Comprehensive List)
TXDOT		
Georgetown Area Office	512-930-6004	<ul style="list-style-type: none">• Issues on State Roads (FM, RM, SH and IH)
Taylor Area Office	512-365-5254	
DPS – State Agency		
Taylor	512-352-4160	<ul style="list-style-type: none">• Obtain Drivers’ License• Renew Drivers’ License
Georgetown	512-930-2910	