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SUBJECT: COUNTY OFFICES

ADOPTED DATE: OCTOBER 15, 2007

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### ELECTED OFFICES

**Governing Board--Board of County Commissioners:** The county is governed by a board of five members elected for four year terms. Each commissioner represents a population district of the county. The commissioners make policies regulating the functions of the many departments and see that these are carried out. Responsibilities of the board are: levy taxes, appropriations, authorize bonds, set salaries, approve bills, accept bids, and approve the annual county budget, just to mention a few. This board meets the first and third Mondays of each month at 3:30 PM. All county meetings are open to the public. Approximately 375 employees are engaged in the operation of the government of Cass County. The social service department is also under the state merit system for operations and services.

**Auditor:** The auditor serves as the county's chief financial officer and custodian of certain court records and documents. The major office functions are county accounting, county property tax administration, election administration, and preparation of the annual county budget.

**Recorder:** This office is responsible for filing and recording documents that pertain to personal and real property. The office is also required to maintain a permanent record of these documents which can include but is not limited to deeds, mortgages, leases, easements, plats, crop liens, state and federal tax liens, medical certificates, and a variety of other miscellaneous instruments. All of these records are open to the public.

**Sheriff:** Office functions are separated into field services, staff services and corrections. The office provides law enforcement services to Cass County, including patrolling of county roads, investigating crimes in the county, maintaining the county jail, juvenile detention center, and criminals therein, serving official papers of the courts, and responding to county emergencies. Construction of a state-of-the-art, \$18 million jail was completed in the summer of 2002.

**State's Attorney:** This office represents the county in civil litigation and prosecutes offenders of state laws. This office also provides legal advice and opinions to county, township, and school officials and also to various county boards.

**Treasurer:** The treasurer has custody of all county funds, collects taxes and disburses funds, invests county funds, reconciles bank statements, mails out real estate statements, records birth and death certificates, and marriage licenses. The treasurer also serves as custodian of certain county school district funds.

HISTORICAL REFERENCE DATE: DECEMBER 12, 2002