

# **County Clerk-Duties & Responsibilities**

*Const.*

*Art. V, Sec. 20*

Sec. 20. 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

In addition to serving as clerk for county court and the county commissioners court, a county clerk records and keeps records pertaining to the county courts, county courts at law, real and personal property, and personal records. Other responsibilities include recording vital statistics, issuing marriage licenses, and administering other miscellaneous licensing and recording requirements.

## **Continuing Education**

The county clerk must complete 20 hours of instruction regarding the performance of the clerk's duties of office during each calendar year that begins after the clerk's election or appointment to office.

The 20 hours of continuing education required to be completed annually must include at least one hour of instruction regarding registry funds handled under Chapter 117, Local Government Code and one hour of instruction regarding fraudulent court documents and fraudulent document filings.