

## **Circuit Clerk**

Statement of Purpose: The Circuit Clerk is the clerk of the circuit, chancery court, and juvenile court and usually acts as the exofficio recorder of the county. The administrative duties of the circuit clerk are to maintain a record of all proceedings of the circuit, chancery and juvenile courts and to prepare the dockets for these courts. The

Circuit Clerk prepares summons, warrants, orders, judgments, and injunctions authorized by the circuit, chancery and juvenile court for delivery the county sheriff. The Circuit Clerk also maintains a file of all cases pending in either court, as well as record of all past court cases and their disposition. In addition, the Circuit Clerk acts as a secretary to the jury commission by keeping a list of all prospective jurors.

## **Coroner**

Statement of Purpose: The County Coroner conducts investigations concerning the circumstances surrounding the death of an individual. The County Coroner also gathers and reviews background information, including medical information, which may be helpful in determining the cause and manner of death.

## **Public Administrator**

Statement of Purpose: The Public Administrator's office serves as a court appointed guardian and/or conservator for the elderly or disabled residents of Barton County when the court deems it is the best interest of that individual and no other qualifies to serve.

Missouri County Public Administrators perform duties required by chapters 473,474 RSMo and 475 RSMo. Duties specified by section 475.120 RSMo are discretionary.

## **Prosecuting Attorney**

Statement of Purpose: Prosecuting violations of law within Barton County and representing the elected county officials as necessary.

## **Recorder of Deeds**

Statement of Purpose: Record all land transactions that pertain to Barton County. Issue Marriage Licenses. Record Tax Liens. File Military DD-214. Assist public in genealogy land research.

## **Sheriff's Department**

Statement of Purpose: The County Sheriff maintains the public peace and has custody of the county jail. The Sheriff is the chief enforcement officer of the circuit and chancery courts. The Sheriff's duties include the execution of summons, enforcement of judgments, orders, injunctions, garnishments, and attachments. The Sheriff makes arrests on warrants issued by the courts, opens and attends each term of the circuit and chancery court, and assists in handling witnesses and prisoners during a given court term. In addition, the Sheriff prepares and assembles evidence of the prosecuting attorney's case against defendants charged with felonies and misdemeanors and transports convicted prisoners. The Sheriff notifies residents selected to jury duty. The Sheriff also oversees the Barton County Sheriff's Office.

## **County Commission**

Statement of Purpose: Determining local needs in appropriating Local, State & Federal funds. Oversee Courthouse condition and maintenance. Oversee building and maintenance of county bridges and culverts. Oversee building and maintenance of county bridges and culverts. Oversee payroll and other County administrative functions.

Barton County Information:

Subdivided into 15 Townships

Classification - 3rd Class

Population - 12,402

Sq. Miles - 594

Miles of gravel roads - 724

## **Assessor's Office**

Statement of Purpose: The County Assessor is responsible for the assessment of all personal property and real estate property in the county. The Constitution of the State of Missouri provides for the election of the County Assessor to a four-year term of office with the requirements that he/she be a qualified elector, and a resident of the county. In the event of a vacancy in office, the quorum court fills the vacancy by appointment, the appointee serving until the next general election, when a successor is elected.

The County Assessor's Office must appraise and assess all personal property between the first Monday in January and the first day in July. Any person owning personal property must assess their taxes from January 1 until April 30th. Assessments taken after April 30th will be charged a penalty.

The duty of the County Assessor is to appraise and assess all real property between the first Monday of January and the first of July, and all personal property between the first Monday in January and the first of May. All property in the state shall be assessed according to its value on the first of January except merchant's inventory, which is assessed at its average value during the year immediately preceding the first of January.

The Assessor must make an abstract of assessment showing the total assessed value of the county. On August 1st, the Assessor turns over to the County Equalization Board his/her Real Property Assessment Book and his/her Personal Property Assessment Book. After July 1st, the County Equalization Board and not the Assessor, has the legal authority to make value changes in any of the assessment books.

The County Assessor is required to maintain current appraisal and assessment records by securing necessary filed data and making changes in valuations as they occur in land use and improvements. He/she is also charged with staying abreast of all property transactions within the county and keeping a file on all properties update throughout the year.

## **Collections & Treasurer**

Statement of Purpose: The County Collector is the collector of taxes for the county and collects municipal, county, school and improvement district taxes and turns them over to the appropriate taxing entity. The Constitution of the State of Missouri provides for the election of the County Collector to a four-year term of office with the requirements that he/she be a qualified elector, and a resident of the county. In the event of a vacancy in office, the Republican and Democrat Central committee submit recommendations to the Governor of Missouri who then fills the vacancy by appointment, the appointee serving until the next general election, when a successor is elected.

Any real or personal property taxes not paid by the first day of January are considered delinquent and the Collector shall extend a penalty against the taxpayer. On the first day of March each year, the collector of taxes shall prepare a list of delinquent taxes. The County Clerk and the County Commission review and approve the list. A tax sale is then held on the 4th Monday of August each year of all real estate on which third year delinquency is not paid. A certificate of purchase shall be issued

The County Treasurer is the disbursement officer of the county. The Constitution of the State of Missouri provides for the election of the County Treasurer to a four-year term of office with the requirements that he/she be a qualified elector, and a resident of the county. . In the event of a vacancy in office, the Republican and Democrat Central committee submit recommendations to the Governor of Missouri who then fills the vacancy by appointment, the appointee serving until the next general election, when a successor is elected.

The Treasurer is responsible for the custody and disbursement of all county funds and common school district funds. The Treasurer, therefore, receives county tax collections, federal matching funds, and revenues from various other sources. The Treasurer, after receiving this revenue, distributes the money to the various taxing units of the county. The County Treasurer signs checks, prepared and signed by the

county clerk indicating that the expenditure has been authorized by the county commission, to pay employees and creditors of the county. A copy of each check serves as a warrant and is filed in the county financial records.

The Treasurer must keep an accurate and detailed account of all receipts and disbursements of the county. The Treasurer is required to make a monthly financial report to the County Commission on the fiscal condition of the county.

The County Collector/Treasurer receives a salary set by statute based on population and valuation of the County.

## **County Clerk**

Statement of Purpose: The County Clerk is the official bookkeeper of county government and serves as the clerk for the County Commission. The Constitution of the State of Missouri provides for the election of the County Clerk to a four-year term of office with the requirements that he/she be a citizen of the United States, over the age of twenty-one years, and has resided in the State one whole year, and within the County itself for six months just prior to election and after election continue to reside within the County for which he/she is clerk.

In the event of a vacancy, the Governor will fill the position by appointing some eligible person to the office, who would then after discharge the duties until the next general election, at which time a clerk is chosen for the remainder of the term.

It is the duty of the County Clerk to keep an accurate record of the orders, rules, and proceedings of the county commission, and shall make a complete alphabetical index thereto; issue and attest all process, when required by law, and affix the seal of his office thereto; keep an accurate account of all moneys coming into his hands on account of fees, costs or otherwise, and punctually pay over the same to the persons entitled thereto; provided, that when the clerk of the circuit court of his county is a party, plaintiff or defendant, to a suit or action, the writ of summons and all other process relating thereto shall be issued by the clerk of the county commission, the reason therefor being noted on said process, and said clerk of the county commission shall, on the trial of such cause, act as temporary clerk of the circuit court and otherwise perform all the duties of the clerk of the circuit court.

The clerk maintains an accurate and up to date voter registration list within the office and stores the ballot boxes between elections. In addition, the clerk handles all of the administrative details of each election for the County.