

Vote411 job descriptions

These descriptions are for Allen County in 2020 but would work for all counties. They came from the book “Here is Your Indiana Government” put out by the Indiana Chamber of Commerce.

The U.S. House of Representatives makes and passes federal laws. The House is one of Congress’s two chambers (the other is the U.S. Senate), and part of the federal government’s legislative branch. The number of voting representatives in the House is fixed by law at no more than 435, proportionally representing the population of the 50 states. Among other duties, representatives introduce bills and resolutions, offer amendments and serve on committees. All appropriation and revenue bills must originate in the House. The House of Representatives has the sole Power of Impeachment.

The Indiana Senate has broad powers to pass laws that affect the daily lives of Indiana citizens. It decides the type of taxes and rates that will be levied on citizens and businesses for State purposes. It can create and abolish agencies of state government. It determines how much will be spent for each of the many government services. It sets the rules for operation of Indiana’s local governments. It determines the amount of state collected tax funds to be distributed to the units of local government for schools, highways and other purposes and designates the basis on which these funds are to be distributed. The 50 Senators are elected to four-year terms but only half are elected every two years. It dictates the procedures for the election of state and local government officials including drawing the voting districts.

The Indiana House of Representatives has broad powers to pass laws that affect the daily lives of Indiana citizens. It decides the type of taxes and rates that will be levied on citizens and businesses for State purposes. It can create and abolish agencies of state government. It determines how much will be spent for each of the many government services. It sets the rules for operation of Indiana’s local governments. It determines the amount of state collected tax funds to be distributed to the units of local government for schools, highways and other purposes and designates the basis on which these funds are to be distributed. All 100 members of the house of representatives are elected every two years to two-year terms. It dictates the procedures for the election of state and local government officials including drawing the voting districts

Circuit Court Judges are elected in partisan elections every 6 years. There is one Circuit Court in Allen county. The Circuit Court is mostly a court of general jurisdiction, meaning they have authority to hear most case types.

The County Treasurer is a constitutional office elected by all county residents to a four-year term. The Treasurer collects, retains custody of and disperses county funds. The Treasurer collects delinquent taxes including the sale of real property for taxes and is

required on a daily basis to enter all judgments paid in the record maintained by the Clerk of the Circuit Court.

County Coroner is a constitutional office elected for a four-year term. The chief responsibility of the Coroner is to determine the manner of death in cases involving violence or casualty or when someone is found dead in unexplained circumstances. Once the cause of death is determined the Coroner must file a report with the local health officer. There are no professional requirements to be Coroner; however, there is required training that must occur within six months after Coroner takes office. If an autopsy is necessary, the Coroner is required to employ a qualified physician to direct the autopsy.

The County Surveyor is a constitutional office elected for a four-year term. The primary duties of the Surveyor are to survey and keep records of all section corners throughout the county. The Surveyor must supervise all civil engineering work of the county, including construction and maintenance of drains and ditches. The surveyor serves as a member of the County Drainage Board and as a member of the County Planning Commission. The Surveyor is required to prepare, maintain and keep in custody a record book showing maps of each section, grant, track, subdivision or group of such areas in sufficient detail. If the Surveyor is not a licensed land surveyor the court must appoint a licensed land surveyor.

County Commissioners serve as the executive and legislative body of the county. They appoint all non-elected county offices and boards. They maintain and supervise county property, supervise construction and maintenance of roads and bridges, and establish solid waste districts and they serve on the waste district boards. They maintain the courthouse, county offices, and jail. They have the power to issue bonds. They have the power to alter waterways, work on private properties to maintain those waterways and regulate food establishments. The three commissioners are elected from a district in which they must reside. These districts must be redrawn every 10 years. They are elected on a staggered basis to a term of 4 years

County Council has the financial powers of the county, which serves as a check on the Commissioners. The County Council adopts the annual budget after estimates are submitted by the various county agencies. They fix the tax rate for county properties. They have the power to set local income taxes and wheel taxes. The County Council sets the salaries for county officers based on recommendations by the County Commissioners. There are seven County Council members three elected at large and one from each of four districts. They are elected to four-year terms on a staggered basis.