

DUTIES OF COUNTY ELECTED OFFICIALS

COUNTY ASSESSOR

Appraises properties within the county for assessing value to all properties. Assesses tax values based on results of appraisals. Compiles the tax roll to be turned over to county treasurer for collection.

COUNTY CLERK

Records and files public documents, issues marriage licenses. Holds elections for all government entities. Serves as clerk for all Otero County Commission meetings.

COUNTY SHERIFF

Supreme Law Enforcement Officer in the county. Suppresses assaults & batteries, arrest and commit to detention all violators of state statutes, ordinances and other laws. Serves writs, process and other papers.

COUNTY BOARD OF FINANCE (COUNTY COMMISSIONERS)

Sets policy for investment activities of the investment officer. Receives recommendations from Manager, Treasurer, and Investment Committee.

COUNTY TREASURER

Carries out investments according to policy set by Board of Finance. Collects and distributes monies to all distribution entities. Supervises all county monies received or disbursed.

COUNTY PROBATE JUDGE

Vested with the general responsibility and authority over probate of wills and testaments, appointment and removal of administrators of executorship, and similar matters.

COUNTY BOARD OF COMMISSIONERS

DISTRICT 1 COMMISSIONER

DISTRICT 2 COMMISSIONER

DISTRICT 3 COMMISSIONER

The Board of County Commissioners is vested with the general responsibility and authority to manage, represent, and have the care and custody of the property and interests of the County. The Board of County Commissioners is the entity within county government which is responsible for interaction and compliance with various federal agencies, their rules and regulations. The Board is further responsible for the fiscal operation of the county and must see to it that there are sufficient funds available from which budgets may be developed to ensure that the various elected officials have sufficient resources to accomplish their responsibilities. The Board of County Commissioners sets and approves all salaries for county employees, except the elected officials, whose salaries are established by law.