

City of Memphis Mayor

Job Description: Our city's mayor-council form of government provides that all administrative duties concerning day-to-day operations of city government are the duty and responsibility of the mayor. Each of the various divisions of city government has a director who is appointed by the mayor with the City Council's approval. The directors are responsible to the mayor to prepare a budget request for the council's consideration and approval. It is also the duty of the mayor to carry out the policy, laws and regulations of the city as established by the council and provided for in the City Charter and Code of Ordinances. All recommendations of the mayor in the areas of law and policy must also be submitted to the City Council for approval.

Partisan/ non: Non

Length of term: 4 years

Term limits: No

Salary (if applies): \$160,000

Full-time or part-time position: Full time

Minimum qualifications: No person shall be eligible for the office of mayor who is not at least 30 years of age, of good moral character, and who has not been a bona fide resident of the City of Memphis for five years next preceding his election, and not in arrears for taxes, or who at the time of his election and qualification holds any other office, or who is directly or indirectly interested in any contract with the city.

Other useful resources on this office:

<http://www.cityofmemphis.org/framework.aspx?page=22>

City Council

Job Description: The charter provides that it is the duty and responsibility of the City Council to consider the mayor's budget request and to take final action on it which may consist of approval, rejection, or approval with amendments. Additionally, the charter gives the council the responsibility for setting the tax rate and establishing other lawful taxes and fees necessary to secure sufficient revenue to fund the budget as approved. Under the provisions of the City charter the council makes the laws that govern the city. The council also serves as an appeal board for decisions of certain city government departments and boards; for example, decisions of the Land Use Control Board are appealed to the City Council, as are decisions of the Alcohol Commission.

Partisan/ non: Non

Length of term: 4 years

Term limits: No

Salary (if applies): \$30,100

Full-time or part-time position: Part time

Minimum qualifications: Each member shall be a resident, as defined by state election laws, of the City and of the district from which he or she is elected.

Other useful resources on this office:

<http://www3.memphistn.gov/defaultCC.asp>

City Court Clerk

Job Description: Responsible for the docket and minute books of the three Municipal Courts and the collection of traffic fines and forfeitures for the City of Memphis. He is responsible for a staff of approximately 70 employees with an operating budget of close to \$3 million.

Partisan/ non: Non

Length of term: 4 years

Term limits: No

Salary (if applies): \$103,307

Full-time or part-time position: Full time

Minimum qualifications: To be eligible to seek election as City Court Clerk, one must have been a resident voter of Memphis, Tennessee, for not less than five (5) years preceding his or her election, unless he or she shall have resided during the five (5) years preceding the election or appointment in territory that has been annexed to and at the time of such election or appointment form a part of the City of Memphis.

Other useful resources on this office:

<http://www.cityofmemphis.org/framework.aspx?page=15>

City School Board

Job Description: The Board of Education is responsible for establishing goals for the school system and adopting policies for the effective operation of the school system. The Board appoints a Superintendent to oversee the operation of the school system in accordance with the educational goals and policies it establishes. Memphis City Schools is the largest school system in the State of Tennessee and the 21st largest school system in the nation and serves more than 119,000 students among 191 schools in grades K-12.

Approval of the budget (approximately \$775 million) is a major function of the Board. Commissioners support the hiring of teachers, administrators, and support staff who are responsible for educating the students.

Partisan/ non: Non

Length of term: 4 years

Term limits: No

Salary (if applies): \$5000

Full-time or part-time position: Part time

Minimum qualifications: Each member shall be a resident of the City of Memphis and of the district from which he or she is elected. No person shall be elected, or appointed as hereinafter provided, as a member of the board of education of the Memphis city schools unless he or she shall have been a resident voter and taxpayer of the City of Memphis for not less than five (5) years preceding his or her election or appointment, or unless he or she shall have resided during the five (5) years preceding his or her election or appointment in territory that has been annexed to, and at the time of such election or appointment forms a part of, the City of Memphis, but it shall not be necessary for the territory in which such person resides to be annexed for five (5) years; nor shall any person be elected or appointed as a member of the said board of education from a particular district unless he or she has been a resident of such district for not less than six (6) months preceding the date of his or her election. A second "home" or apartment in a district, where true domicile is not established, shall not be sufficient for residency under this section.

Other useful resources on this office:

<http://www.memphis-schools.k12.tn.us/admin/communications/board.htm>

County Mayor

Job Description: The County Mayor is responsible for all administrative duties concerning day-to-day operations of County government. It is also the duty of the mayor to carry out the policy, laws and regulations of the County as established by the Commission and provided for in the County Charter. The county mayor shall present a consolidated budget of the county to the board of county commissioners in April in order for the board of county commissioners either to approve said budget as presented or to modify and amend the same as may be deemed requisite in order to determine the amount of taxes necessary to be levied. The Mayor nominates members of all boards, authorities and commissions, and their appointments are subject to approval by resolution of the board of county commissioners.

Partisan/ non: Partisan

Length of term: 4 years

Term limits: In 1994, Shelby County voters passed term limits for County Commissioners and the County Mayor. Commissioners Bailey, Kirk and Commissioner Julian Bolton filed suit against the county in 2004 in an attempt to overturn the law. In November 2005, the Tennessee Court of Appeals issued a 2-1 decision saying that the two-term limits adopted for Shelby County commissioners and the county mayor were unconstitutional. The Tennessee Supreme Court has agreed to an expedited appeal to consider the legality of Shelby County's term limits, and will hear the case on March 21, 2006 in Nashville.

Salary (if applies): \$150,000

Full-time or part-time position: Full Time

Minimum qualifications: A qualified voter of the county; At least 25 years of age; and a resident of the county for one full year prior to the date of filing a nominating petition for election. The county mayor shall continue to reside in the county during the county mayor's term of office, and shall not, during the county mayor's term of office, hold any other public office for profit

Other useful resources on this office:

<http://www.shelbycountyttn.gov>

Shelby County Board of Commissioners

Job Description: The legislative power of Shelby County is vested in the board of County Commissioners. The legislative power includes all lawful authority to adopt ordinances and resolutions governing the operation of government or regulating the conduct and affairs of the residents of the county, to adopt the county budget, to fix the county tax rate, to make appropriations of county funds for all legal purposes, and to exercise all other authority of a legislative nature which is vested in the county by the Constitution, general statutes, or special, local or private acts of the General Assembly or this charter. The legislative branch may adopt any ordinance or resolution which is not in conflict with the Constitution or general laws of the State of Tennessee.

Partisan/ non: Partisan

Length of term: 4 Years

Term limits: In 1994, Shelby County voters passed term limits for County Commissioners and the County Mayor. Commissioners Bailey, Kirk and Commissioner Julian Bolton filed suit against the county in 2004 in an attempt to overturn the law. In November 2005, the Tennessee Court of Appeals issued a 2-1 decision saying that the two-term limits adopted for Shelby County commissioners and the county mayor were unconstitutional. The Tennessee Supreme Court has agreed to an expedited appeal to consider the legality of Shelby County's term limits, and will hear the case on March 21, 2006 in Nashville.

Salary (if applies): \$30,600
Chairman makes \$31,600

Full-time or part-time position: Part-Time

Minimum qualifications: No person shall be eligible to serve as a member of the board of county commissioners unless having attained the age of 18 and are registered voters in the district from which they seek election on the date they filed their nominating petition and have been residents of the county for one year prior to the election.

Other useful resources on this office:
www.shelbycountyttn.gov

County Sheriff

Job Description: The Sheriff, as set forth by the Tennessee State Constitution, is the highest ranking law enforcement officer in the county. The Sheriff's Office works in partnership with all law enforcement agencies throughout the 775 square miles of Shelby County. Although various cities within the county have their own police forces, Sheriff's Deputies are a vital resource for each of these agencies. Deputies serve arrest warrants, patrol the streets and share responsibilities with these police agencies through "Metro Units." Other law enforcement duties fulfilled by the Sheriff's Office include serving court documents and providing courtroom security in the General Sessions, Criminal, Chancery, Circuit and Probate courts, and capturing fugitives. The Sheriff's Office also oversees the Shelby County Jail. There are two facilities, one for men and the other for women.

Partisan/ non: Partisan

Length of term: 4 years

Term limits: No

Salary (if applies): \$111,850

Full-time or part-time position: Full Time

Minimum qualifications: Must be 25 years of age prior to qualifying, a qualified voter, and have obtained a high school diploma or GED. Cannot be a member of the general assembly. Cannot be a practicing attorney. Cannot have not been convicted of or pleaded guilty to or entered a plea of "no contest" to any felony charge or any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor or controlled substances or a crime of domestic violence. Cannot have not been released, separated or discharged from any branch of the armed forces with a dishonorable or bad conduct discharge or as a consequence of conviction oar court martial for either state or federal offenses. Have been certified by a qualified professional in the psychiatric or psychological fields to be free of all apparent mental disorder. Possess a current and valid POST certification issued within 12 months of the qualifying deadline for the office.

Other useful resources on this office:

<http://www.shelby-sheriff.org>

County Assessor

Job Description: The Shelby County Assessor locates, appraises, classifies, and assesses all taxable property in Shelby County according to the Constitution of Tennessee and the law of the state. The Assessor also conducts a reappraisal every four years.

Partisan/ non: Partisan

Length of term: 4 years

Term limits: No

Salary (if applies): \$101,682

Full-time or part-time position: Full Time

Minimum qualifications:

All persons eighteen (18) years of age or older who are citizens of the United States and of this state, and have been inhabitants of the state, county, district, or circuit for the period required by the constitution and laws of the state, are qualified to hold office under the authority of this state except:

- (1) Those who have been convicted of offering or giving a bribe, or of larceny, or any other offense declared infamous by law, unless restored to citizenship in the mode pointed out by law;
- (2) Those against whom there is a judgment unpaid for any moneys received by them, in any official capacity, due to the United States, to this state, or any county of this state;
- (3) Those who are defaulters to the treasury at the time of the election, and the election of any such person shall be void
- (4) Soldiers, sailors, marines, or airmen in the regular army or navy or air force of the United States; and
- (5) Members of congress, and persons holding any office of profit or trust under any foreign power, other state of the union, or under the United States.

Other useful resources on this office:

<http://www.assessor.shelby.tn.us>

County Register

Job Description: Anything a person feels is worth having "on the record" can be filed with the Shelby County Register. The register is the official record keeper for Shelby County. The most common records filed by the register include tax liens, property titles, mortgages, bankruptcy documents, marriage settlements, contracts, powers of attorney, real estate conveyances, armed forces discharges and affidavits.

Partisan/ non: Partisan

Length of term: 4 years

Term limits: No

Salary (if applies): \$101,682

Full-time or part-time position: Full Time

Minimum qualifications:

All persons eighteen (18) years of age or older who are citizens of the United States and of this state, and have been inhabitants of the state, county, district, or circuit for the period required by the constitution and laws of the state, are qualified to hold office under the authority of this state except:

- (1) Those who have been convicted of offering or giving a bribe, or of larceny, or any other offense declared infamous by law, unless restored to citizenship in the mode pointed out by law;
- (2) Those against whom there is a judgment unpaid for any moneys received by them, in any official capacity, due to the United States, to this state, or any county of this state;
- (3) Those who are defaulters to the treasury at the time of the election, and the election of any such person shall be void
- (4) Soldiers, sailors, marines, or airmen in the regular army or navy or air force of the United States; and
- (5) Members of congress, and persons holding any office of profit or trust under any foreign power, other state of the union, or under the United States.

Other useful resources on this office:

<http://register.shelby.tn.us>

County Trustee

Job Description: The County Trustee is the county's banker and tax collector. This office is where you get information about your taxes and pay your Shelby County taxes for the year.

Partisan/ non: Partisan

Length of term: 4 years

Term limits: No

Salary (if applies): \$101,682

Full-time or part-time position: Full Time

Minimum qualifications:

All persons eighteen (18) years of age or older who are citizens of the United States and of this state, and have been inhabitants of the state, county, district, or circuit for the period required by the constitution and laws of the state, are qualified to hold office under the authority of this state except:

- (1) Those who have been convicted of offering or giving a bribe, or of larceny, or any other offense declared infamous by law, unless restored to citizenship in the mode pointed out by law;
- (2) Those against whom there is a judgment unpaid for any moneys received by them, in any official capacity, due to the United States, to this state, or any county of this state;
- (3) Those who are defaulters to the treasury at the time of the election, and the election of any such person shall be void
- (4) Soldiers, sailors, marines, or airmen in the regular army or navy or air force of the United States; and
- (5) Members of congress, and persons holding any office of profit or trust under any foreign power, other state of the union, or under the United States.

Other useful resources on this office:

<http://www.shelbycountytrustee.com>

County Clerk

Job Description: The Clerk's office handles many functions, such as auto tag titles and renewals, marriage licenses, business licenses and taxes. The Clerk also swears in deputy sheriffs and issues notary public commissions.

Partisan/ non: Partisan

Length of term: 4 years

Term limits: No

Salary (if applies): \$101,682

Full-time or part-time position: Full Time

Minimum qualifications:

All persons eighteen (18) years of age or older who are citizens of the United States and of this state, and have been inhabitants of the state, county, district, or circuit for the period required by the constitution and laws of the state, are qualified to hold office under the authority of this state except:

- (1) Those who have been convicted of offering or giving a bribe, or of larceny, or any other offense declared infamous by law, unless restored to citizenship in the mode pointed out by law;
- (2) Those against whom there is a judgment unpaid for any moneys received by them, in any official capacity, due to the United States, to this state, or any county of this state;
- (3) Those who are defaulters to the treasury at the time of the election, and the election of any such person shall be void
- (4) Soldiers, sailors, marines, or airmen in the regular army or navy or air force of the United States; and
- (5) Members of congress, and persons holding any office of profit or trust under any foreign power, other state of the union, or under the United States.

Other useful resources on this office:

<http://www.shelbycountyttn.gov>

County Circuit Court Clerk

Job Description: The clerk of the Circuit Court is responsible for accepting the filing of lawsuits. After accepting filings, the clerk creates case files, inputs data to the Court Management Computer System and monitors those new cases by accepting additional pleadings and filings, scheduling cases for motions, hearing, and trials and processing and maintaining all orders of the court.

Partisan/ non: Partisan

Length of term: 4 years

Term limits: No

Salary (if applies): \$101,682

Full-time or part-time position: Full Time

Minimum qualifications:

All persons eighteen (18) years of age or older who are citizens of the United States and of this state, and have been inhabitants of the state, county, district, or circuit for the period required by the constitution and laws of the state, are qualified to hold office under the authority of this state except:

- (1) Those who have been convicted of offering or giving a bribe, or of larceny, or any other offense declared infamous by law, unless restored to citizenship in the mode pointed out by law;
- (2) Those against whom there is a judgment unpaid for any moneys received by them, in any official capacity, due to the United States, to this state, or any county of this state;
- (3) Those who are defaulters to the treasury at the time of the election, and the election of any such person shall be void
- (4) Soldiers, sailors, marines, or airmen in the regular army or navy or air force of the United States; and
- (5) Members of congress, and persons holding any office of profit or trust under any foreign power, other state of the union, or under the United States.

Other useful resources on this office:

http://co4.shelbycountyttn.gov/court_clerks/circuit_court/index.htm

Criminal Court Clerk

Job Description: The Criminal Court Clerk is the keeper of the records for the Criminal Court of Shelby County, which holds a staff of over 100 employees. There are ten different divisions within the Criminal Court - each handling cases involving robbery, murder, assault, embezzlement and other criminal acts. No other county in Tennessee handles more cases each year, averaging about 13,000 indictments involving 17,000 defendants.

Partisan/ non: Partisan

Length of term: 4 years

Term limits: No

Salary (if applies): \$101,682

Full-time or part-time position: Full-Time

Minimum qualifications:

All persons eighteen (18) years of age or older who are citizens of the United States and of this state, and have been inhabitants of the state, county, district, or circuit for the period required by the constitution and laws of the state, are qualified to hold office under the authority of this state except:

- (1) Those who have been convicted of offering or giving a bribe, or of larceny, or any other offense declared infamous by law, unless restored to citizenship in the mode pointed out by law;
- (2) Those against whom there is a judgment unpaid for any moneys received by them, in any official capacity, due to the United States, to this state, or any county of this state;
- (3) Those who are defaulters to the treasury at the time of the election, and the election of any such person shall be void
- (4) Soldiers, sailors, marines, or airmen in the regular army or navy or air force of the United States; and
- (5) Members of congress, and persons holding any office of profit or trust under any foreign power, other state of the union, or under the United States.

Other useful resources on this office:

http://co4.shelbycountyttn.gov/court_clerks/criminal_court/courtclerkbio.html

Probate Court Clerk

Job Description: The Probate Court Clerk is responsible for the administration of the court's two divisions which have exclusive jurisdiction over probate of wills and administration of estates. The Probate Courts also handle conservatorships and guardianships.

Partisan/ non: Partisan

Length of term: 4 Years

Term limits: No

Salary (if applies): \$101,682

Full-time or part-time position: Full-Time

Minimum qualifications:

All persons eighteen (18) years of age or older who are citizens of the United States and of this state, and have been inhabitants of the state, county, district, or circuit for the period required by the constitution and laws of the state, are qualified to hold office under the authority of this state except:

- (1) Those who have been convicted of offering or giving a bribe, or of larceny, or any other offense declared infamous by law, unless restored to citizenship in the mode pointed out by law;
- (2) Those against whom there is a judgment unpaid for any moneys received by them, in any official capacity, due to the United States, to this state, or any county of this state;
- (3) Those who are defaulters to the treasury at the time of the election, and the election of any such person shall be void
- (4) Soldiers, sailors, marines, or airmen in the regular army or navy or air force of the United States; and
- (5) Members of congress, and persons holding any office of profit or trust under any foreign power, other state of the union, or under the United States.

Other useful resources on this office:

http://co4.shelbycountytn.gov/court_clerks/probate_court/index.htm

General Sessions Court Clerk

Job Description: The General Sessions Court Clerk's Office is responsible for the record keeping for the six Civil Divisions and nine Criminal Divisions.

Partisan/ non: Partisan

Length of term: 4 Years

Term limits: No

Salary (if applies): \$101,682

Full-time or part-time position: Full-Time

Minimum qualifications:

All persons eighteen (18) years of age or older who are citizens of the United States and of this state, and have been inhabitants of the state, county, district, or circuit for the period required by the constitution and laws of the state, are qualified to hold office under the authority of this state except:

- (1) Those who have been convicted of offering or giving a bribe, or of larceny, or any other offense declared infamous by law, unless restored to citizenship in the mode pointed out by law;
- (2) Those against whom there is a judgment unpaid for any moneys received by them, in any official capacity, due to the United States, to this state, or any county of this state;
- (3) Those who are defaulters to the treasury at the time of the election, and the election of any such person shall be void
- (4) Soldiers, sailors, marines, or airmen in the regular army or navy or air force of the United States; and
- (5) Members of congress, and persons holding any office of profit or trust under any foreign power, other state of the union, or under the United States.

Other useful resources on this office:

http://co4.shelbycountyttn.gov/court_clerks/gen_sessions_court/genccourtclerk.htm

Juvenile Court Clerk

Job Description: The Juvenile Court Clerk is responsible for the administration and record keeping of the Juvenile Court.

Partisan/ non: Partisan

Length of term: 4 Years

Term limits: No

Salary (if applies): \$101,682

Full-time or part-time position: Full-Time

Minimum qualifications:

All persons eighteen (18) years of age or older who are citizens of the United States and of this state, and have been inhabitants of the state, county, district, or circuit for the period required by the constitution and laws of the state, are qualified to hold office under the authority of this state except:

- (1) Those who have been convicted of offering or giving a bribe, or of larceny, or any other offense declared infamous by law, unless restored to citizenship in the mode pointed out by law;
- (2) Those against whom there is a judgment unpaid for any moneys received by them, in any official capacity, due to the United States, to this state, or any county of this state;
- (3) Those who are defaulters to the treasury at the time of the election, and the election of any such person shall be void
- (4) Soldiers, sailors, marines, or airmen in the regular army or navy or air force of the United States; and
- (5) Members of congress, and persons holding any office of profit or trust under any foreign power, other state of the union, or under the United States.

Other useful resources on this office:

http://www.shelbycountyttn.gov/FirstPortal/dotShowDoc/dotContent/Government/Courts/Juvenile Court/juvenile_court_clerk.htm

County District Attorney General

Job Description: The Shelby County District Attorney's Office is responsible for prosecuting all violations of state criminal laws that occur anywhere within the boundaries of the county. All state criminal law violations assigned to Juvenile Court; General Sessions Criminal Court; the city courts of Collierville, Bartlett, Germantown, and Millington (which have been given authority by the Tennessee General Assembly to hear certain state law violations); and Criminal Court must be handled by the DA's Office. In addition, the DA's Office has more limited authority to bring civil actions in state courts. However, these cases constitute a very small fraction of the office's caseload.

Partisan/ non: Partisan

Length of term: 8 years

Term limits: No

Salary (if applies): \$89,376

Full-time or part-time position: Full Time

Minimum qualifications:

All persons eighteen (18) years of age or older who are citizens of the United States and of this state, and have been inhabitants of the state, county, district, or circuit for the period required by the constitution and laws of the state, are qualified to hold office under the authority of this state except:

- (1) Those who have been convicted of offering or giving a bribe, or of larceny, or any other offense declared infamous by law, unless restored to citizenship in the mode pointed out by law;
- (2) Those against whom there is a judgment unpaid for any moneys received by them, in any official capacity, due to the United States, to this state, or any county of this state;
- (3) Those who are defaulters to the treasury at the time of the election, and the election of any such person shall be void
- (4) Soldiers, sailors, marines, or airmen in the regular army or navy or air force of the United States; and
- (5) Members of congress, and persons holding any office of profit or trust under any foreign power, other state of the union, or under the United States.

Other useful resources on this office: <http://www.scdag.com>

Shelby County School Board

Job Description: The Board shall have duties as defined in Tennessee Code, including the following:

- To employ a superintendent of schools
- To elect, upon the recommendation of the superintendent of schools, teachers who are eligible for tenure, fix salaries, and make written contracts with such tenured teachers;
- To manage and control all public schools under its jurisdiction;
- To purchase all supplies, furniture, fixtures, and material of every kind through the executive committee;
- To visit the schools whenever in the judgment of the Board, such visits are necessary;
- To dismiss tenured teachers, upon sufficient proof of improper conduct, inefficient service, neglect of duty, insubordination, or incompetence;
- To suspend, dismiss or alternately place students when the progress or efficiency of the school makes it necessary;
- To provide proper record books and suitable office and sufficient equipment for the superintendent of schools;
- To require the superintendent of schools and the chairman of the Board to prepare a budget and when such budget has been approved by the Board, to submit it to the local funding body;
- To have prepared a copy of the minutes of each meeting of the Board and to mail or transmit to each board member and the president of the local education association;
- To adopt and enforce minimum standards and policies governing student attendance in compliance with state guidelines; and
- To develop and implement an evaluation plan for all certificated employees and to submit the plan to the Commissioner of Education for approval

Partisan/ non: Non

Length of term: 4 Years

Term limits: No

Salary (if applies): \$4,200

Full-time or part-time position: Part-Time

Minimum qualifications: Qualifications: Members of the board shall be residents and voters of the district in which they are elected and shall be citizens of recognized integrity, intelligence and ability to administer the duties of the office. Only persons who are residents of the area served by the Shelby County school system are eligible to serve on the Shelby County Board of Education. It is desirable that members of the Board have a genuine interest in and devotion to public education, a willingness to give time and effort to the work, a capacity for understanding people, and the ability to work cooperatively with others. No person seeking a position on a board shall campaign as the nominee or representative of any political party. No member of the county legislative body nor any other county official shall be eligible for election to the Board. If a member moves from the county, the position becomes vacant.

Other useful resources on this office: <http://www.scs.k12.tn.us/SCS/pages/brdcom.html>

Governor

Job Description: Management of the state of Tennessee; responsible for the enforcement of the laws, collection of taxes, the general well being of the state and its citizens. State leader of his/ her political party. Commander in-chief of the Army and Navy of the state, and of the Militia, except when they shall be called into the service of the United States. Authority to appoint judges and chancellors to fill vacancies in courts, has right to grant executive clemency, power to grant reprieves and pardons. Responsible to recommend legislation. Appoints commissioners to head various departments of the state. Spokesperson and representative for the people of the state in matters of concern outside the boundaries of the state; represents labor, industry, farms, business community, etc. outside the state. Appoints members to boards and commissions which regulate functions of the state.

Partisan/ non: Partisan

Length of term: 4 years

Term limits: 2 Terms

Salary (if applies): \$85,000

Full-time or part-time position: Full-time

Minimum qualifications: At least 30 years of age, shall be a citizen of the United States, and shall have been a resident of the state of Tennessee seven years next before his election.

Other useful resources on this office:

<http://www.tennesseeanytime.org/governor/Welcome.do>

State Senators

Job Description: The functions of State Senators are to enact, amend, and repeal the laws of Tennessee. Specific powers include: the appropriation of all money to be paid out of the State treasury, the levy and collection of taxes, and the right to authorize counties and incorporated towns to levy taxes. 14 Standing Committees originate and revise legislation and allow individuals to present information related to bills; Senate has power to try impeachment proceedings initiated by the House.

Partisan/ non: Partisan

Length of term: 4 years

Term limits: No

Salary (if applies): \$16,500 annually. \$1000 "home office allowance" each month. \$150 per day in session. Mileage reimbursement.

Full-time or part-time position: Part-time (however, full-time hours when in session, which is typically Jan.-May).

Minimum qualifications: Must be 21 years old, a U. S. citizen, a state resident for 3 years, a resident of the county in which elected for one year immediately preceding the election, and a qualified voter in his/her district.

Other useful resources on this office:

<http://www.legislature.state.tn.us/>

State Representatives

Job Description: The functions of State Representatives are to enact, amend, and repeal the laws of Tennessee. Specific powers include: the appropriation of all money to be paid out of the State treasury, the levy and collection of taxes, and the right to authorize counties and incorporated towns to levy taxes. 15 Standing Committees and 26 subcommittees originate and revise legislation and allow individuals to present information related to bills; The House has the sole power to originate impeachment proceedings, which are prosecuted before the Senate.

Partisan/ non: Partisan

Length of term: 2 years

Term limits: No

Salary (if applies): \$16,500 annually. \$1000 "home office allowance" each month. \$150 per day in session. Mileage reimbursement.

Full-time or part-time position: Part-time (however, full-time hours when in session, which is typically Jan.-May).

Minimum qualifications: Must be 21 years old, a U. S. citizen, a state resident for 3 years, a resident of the county in which elected for one year immediately preceding the election, and a qualified voter in his/her district.

Other useful resources on this office:

<http://www.legislature.state.tn.us/>

City Court Judge

Job Description: The City Court system consists of 3 divisions, each presided over by a judge elected by the voters. City Court Judges have jurisdiction over city ordinance violations and traffic offenses.

Partisan/ non: Non

Length of term: 8 years

Term limits: No

Salary (if applies): \$111,720

Full-time or part-time position: Full time

Minimum qualifications: Judges shall be at least 25 years old and a lawyer by practice and profession, and of good moral character, and shall have been for two years before the election a resident and voter in the County of Shelby and a resident of the City of Memphis at the time of the election

Other useful resources on this office:

Probate Court Judges

Job Description: Probate Courts are given exclusive jurisdiction over probate of wills and administration of estates. The courts also handle conservatorships and guardianships.

Partisan/ non: Non

Length of term: 8 years

Term limits: No

Salary (if applies): \$118,550

Full-time or part-time position: Full-time

Minimum qualifications: Must have been resident of the state for 5 years before election and of the circuit or district for one year before the election. must reside in the judicial district for which the judge is elected. Must be at least 30 years old. Must be licensed to practice law in this state and shall place on such petition his/her Supreme Court registration number.

Other useful resources on this office:

http://co4.shelbycountyttn.gov/court_clerks/probate_court/judges.htm

Criminal Court Judges

Job Description: There are ten different divisions in Criminal Court, with each judge listening to cases involving robbery, murder, assault, embezzlement and other criminal acts. No other county in Tennessee handles more cases each year, averaging about 13,000 indictments involving 17,000 defendants.

Partisan/ non: Non

Length of term: 8 years

Term limits: No

Salary (if applies): \$115,433

Full-time or part-time position: Full-time

Minimum qualifications: Must have been resident of the state for 5 years before election and of the circuit or district for one year before the election. must reside in the judicial district for which the judge is elected. Must be at least 30 years old. Must be licensed to practice law in this state and shall place on such petition his/her Supreme Court registration number.

Other useful resources on this office:

http://co4.shelbycountyttn.gov/court_clerks/criminal_court/Index.html

General Sessions Civil Court Judges

Job Description: The General Sessions Civil Court hears civil and criminal cases, including: Civil cases up to \$25,000; Forcible entry and detainer actions (evictions); Action to recover personal property; Emergency mental commitments; Denial petitions for handgun permits; Interpleaders; and Drug Dealer Eviction Program. The General Sessions Civil Court consists of six (6) civil judges which preside in approximately 65,000 new cases annually.

Partisan/ non: Non

Length of term: 8 years

Term limits: No

Salary (if applies): \$115,433

Full-time or part-time position: Full-time

Minimum qualifications: Must have been resident of the state for 5 years before election and of the circuit or district for one year before the election. must reside in the judicial district for which the judge is elected. Must be at least 30 years old. Must be licensed to practice law in this state and shall place on such petition his/her Supreme Court registration number.

Other useful resources on this office:

http://co4.shelbycountyttn.gov/court_clerks/gen_sessions_court/

General Sessions Criminal Court Judges

Job Description: The General Sessions Criminal Court jurisdiction is limited to preliminary hearings in felony cases and misdemeanor trials in which a defendant waives the right to a grand jury investigation and trial by jury in Circuit or Criminal Court. These are misdemeanors, preliminary hearings on felonies, traffic and environmental cases.

Partisan/ non: Non

Length of term: 8 years

Term limits: No

Salary (if applies): \$115,433

Full-time or part-time position: Full-time

Minimum qualifications: Must have been resident of the state for 5 years before election and of the circuit or district for one year before the election. must reside in the judicial district for which the judge is elected. Must be at least 30 years old. Must be licensed to practice law in this state and shall place on such petition his/her Supreme Court registration number.

Other useful resources on this office:

http://co4.shelbycountyttn.gov/court_clerks/gen_sessions_court/

Juvenile Court Judge

Job Description: Juvenile Court has exclusive jurisdiction in proceedings involving minors alleged to be delinquent, unruly, dependent and neglected. Juvenile court is where a judge decides what happens to juveniles accused of breaking the law, or whose parents cannot care for them, or whose behavior makes them at risk or in need of services.

Partisan/ non: Non

Length of term: 8 years

Term limits: No

Salary (if applies): \$115,433

Full-time or part-time position: Full-time

Minimum qualifications: Must have been resident of the state for 5 years before election and of the circuit or district for one year before the election. must reside in the judicial district for which the judge is elected. Must be at least 30 years old. Must be licensed to practice law in this state and shall place on such petition his/her Supreme Court registration number.

Other useful resources on this office:

Circuit Court Judges

Job Description: Circuit Court is a court of of general jurisdiction consisting of nine (9) judges presiding over nine (9) divisions. Approximately 11,000 cases are filed annually with the court. These filings include appeals from lower courts, auto accident, condemnation, divorce, joint petition minor settlement, personal injury workers compensation to name a few.

Partisan/ non: Non

Length of term: 8 Years

Term limits: No

Salary (if applies): \$122,580

Full-time or part-time position: Full-Time

Minimum qualifications: Must have been resident of the state for 5 years before election and of the circuit or district for one year before the election. must reside in the judicial district for which the judge is elected. Must be at least 30 years old. Must be licensed to practice law in this state and shall place on such petition his/her Supreme Court registration number.

Other useful resources on this office:

http://co4.shelbycountyttn.gov/court_clerks/circuit_court/pages/office.htm

Chancery Court Judges

Job Description: Chancery Court is a Superior Court of general original jurisdiction of all cases of an equitable nature. These cases include, but are not limited to the following types of actions:

- Actions resulting from fraud
- Actions resulting from trusts
- Actions for specific performance
- Actions for an accounting
- Actions between partners
- Actions for enforcement of liens
- Actions for equitable attachment and appointment of receivers
- Actions for injunctive relief
- Actions to remove clouds and /or quiet title
- Actions for breach of contract

Pursuant to certain specific state statutes, Chancery Court also has concurrent jurisdiction with Circuit Court to hear other types of actions, such as divorces, enforcement of arbitration awards, removal of public officers, declaratory judgements, public nuisances, adoptions, worker's compensation, and delinquent tax sales.

Chancery Court does not have jurisdiction to hear actions of unliquidated damages for injuries to person or character and injuries to property not resulting from a breach of contract.

Partisan/ non: Non

Length of term: 8 Years

Term limits: No

Salary (if applies): \$122,580

Full-time or part-time position: Full-Time

Minimum qualifications: Must have been resident of the state for 5 years before election and of the circuit or district for one year before the election. must reside in the judicial district for which the judge is elected. Must be at least 30 years old. Must be licensed to practice law in this state and shall place on such petition his/her Supreme Court registration number.

Other useful resources on this office:

http://co4.shelbycountytn.gov/court_clerks/chancery_court/index.htm

US President

Job Description: The Constitution assigns the president two roles: chief executive of the federal government and Commander in Chief of the armed forces. As Commander in Chief, the president has the authority to send troops into combat, and is the only one who can decide whether to use nuclear weapons.

As chief executive, he enforces laws, treaties, and court rulings; develops federal policies; prepares the national budget; and appoints federal officials. He also approves or vetoes acts of Congress and grants pardons.

The President is the administrative head of the executive branch of the Government, which includes numerous agencies, both temporary and permanent, as well as 15 executive level cabinet departments.

Partisan/ non: Partisan

Length of term: 4 years

Term limits: 2 terms

Salary (if applies): \$400,000. Annual allowance for expenses: \$50,000. Retired presidents receive a pension averaging \$139,000 a year.

Full-time or part-time position: Full time

Minimum qualifications: The president must be at least 35 years old, a natural-born citizen, and have lived in the United States at least 14 years.

Other useful resources on this office:

<http://www.whitehouse.gov/president/>

US Senate

Job Description: The primary duty of the United States Senate is to write, debate, and pass bills (proposed laws), which are then passed on to the president for approval. Other congressional duties include investigating pressing national issues, supervising the executive and judicial branches, and shaping U.S. foreign policy.

The President submits a budget to the Senate by the first Monday in February every year. The budget contains estimates of federal government income and spending for the upcoming fiscal year and also recommends funding levels for the federal government. The Senate then must pass appropriations bills based on the President's recommendations and Congressional priorities.

The Constitution provides that the President can make certain appointments only with the "advice and consent" of the Senate. Officials whose appointments require the Senate's approval include members of the Cabinet, heads of federal executive agencies, ambassadors, Justices of the Supreme Court, and other federal judges.

The Senate is organized into 16 permanent committees, which in turn have nearly 70 subcommittees. These committees and subcommittees hold hearings, conduct research, and supervise the executive branch. Key committees include the appropriations, budget, and finance committees, and those specializing in agriculture, armed services, banking, commerce, and foreign affairs. The committees and subcommittees make many of the Senate's most important legislative decisions. The average senator sits on three to four committees and about six subcommittees, so most senators work on a wide range of issues. In addition to their committee work, senators often try to affect legislation being considered by committees on which they do not serve.

Partisan/ non: Partisan

Length of term: 6 years

Term limits: No

Salary (if applies): The current salary for rank-and-file members of the Senate is \$158,100 per year. Senate Majority & Minority Leaders receive an annual salary of \$175,600.

Full-time or part-time position: Full time

Minimum qualifications: Representatives need to be 30 years old, and 9 years a citizen. They must be residents within their states at the time of their election, but do not necessarily have to live within their districts.

Other useful resources on this office:

<http://www.senate.gov>

US Congress

Job Description: The primary duty of Congress is to write, debate, and pass bills (proposed laws), which are then passed on to the president for approval. Other congressional duties include investigating pressing national issues, supervising the executive and judicial branches, and shaping U.S. foreign policy.

The President submits a budget to Congress by the first Monday in February every year. The budget contains estimates of federal government income and spending for the upcoming fiscal year and also recommends funding levels for the federal government. Congress then must pass appropriations bills based on the President's recommendations and Congressional priorities.

The House enjoys the sole authority to propose tax legislation, but the Senate must approve tax bills as they would any other type of legislation. By tradition, all bills funding government activities also originate in the House. The House also has the power to initiate impeachment proceedings against the president and other federal officials, but the Senate conducts the actual impeachment trials.

The House has 19 committees. Most of these committees in turn have subcommittees to consider narrower topics. On average House members work on two committees and three subcommittees. Because of the House's large size, its committees usually frame issues for debate in the chamber. In contrast, major issues are sometimes shaped by the Senate as a whole. The House as a body usually defers to decisions made by individual committees, making House committees even more powerful than those in the Senate.

Partisan/ non: Partisan

Length of term: 2 years

Term limits: No

Salary (if applies): The current salary for rank-and-file members of the House is \$158,100 per year. House Majority & Minority Leaders receive an annual salary of \$175,600.

Full-time or part-time position: Full time

Minimum qualifications: Representatives need to be 25 years old, and 7 years a citizen. They must be residents within their states at the time of their election, but do not necessarily have to live within their districts.

Other useful resources on this office:

<http://www.house.gov>