



UNDERSTANDING ROLES OF TEXAS LOCAL ELECTED OFFICIALS

Use the chart below to better understand the roles and responsibilities of key local elected officials—from your County Judge to your City Council members. This guide outlines each role, when and why to contact them, and how to effectively direct your concerns for greater local civic impact.

COUNTY OFFICIALS

Position	Responsibilities	When/Why to Contact	Examples
County Judge	Serves as chief executive of the county, presides over Commissioners Court, manages county budget, and handles emergency management.	For county-wide issues, emergency response, budget concerns, or administrative matters.	Natural disaster response, county road conditions, budget priorities, courthouse operations, or county service complaints.
County Commissioners <i>(Precincts 1-4)</i>	Govern specific geographic precincts, maintain county roads, oversee precinct services, and vote on county budget and policies.	For precinct-specific road issues, local infrastructure needs, or neighborhood concerns within your precinct.	Pothole repairs, drainage problems, bridge maintenance, precinct facility issues, or local county services.
Sheriff	Provides law enforcement services, operates county jail, serves legal papers, and ensures courthouse security.	For law enforcement concerns, jail issues, civil process service, or public safety matters.	Crime reporting, jail conditions, civil document service, courthouse security, or deputy conduct issues.
District Attorney	Prosecutes felony crimes, handles major criminal cases, and represents the state in district court proceedings.	To report serious crimes, inquire about prosecution decisions, or address victim services needs.	Felony crime reports, prosecution concerns, victim advocacy services, or criminal justice policy questions.
County Attorney <i>(some counties do not have)</i>	Prosecutes misdemeanor crimes, provides legal advice to county officials, and handles civil matters for the county.	For misdemeanor crime issues, county legal matters, or civil enforcement questions.	Misdemeanor prosecutions, bad check cases, civil enforcement issues, or county legal advice matters.
Tax Assessor-Collector	Assesses property values, collects property taxes, registers voters, and issues various licenses and permits.	For property tax assessments, voter registration, vehicle registration, or licensing issues.	Property tax disputes, homestead exemptions, voter registration problems, vehicle title issues, or hunting/fishing licenses.
County Clerk	Maintains public records, issues marriage licenses, handles court documents, and oversees elections in some counties.	For public records requests, marriage licenses, court filings, or election administration.	Birth certificates, marriage licenses, court document filings, public records access, or election procedures.

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Election Administrator (Some counties will appoint an EA)	Manages voter registration, conducts elections, maintains voting equipment, and ensures election security and compliance	For voter registration issues, polling location questions, ballot problems, or election procedures.	Voter registration updates, polling place changes, ballot access issues, election security concerns, or voting equipment problems.
District Clerk	Maintains records for district courts, handles criminal and civil case filings, and manages jury selection.	For district court records, case filings, or jury duty questions.	Court case records, criminal case filings, civil lawsuit documents, or jury service issues.
Justice of the Peace	Handles small claims court, traffic violations, magistrate duties, and performs marriages.	For small claims disputes, traffic ticket issues, or magistrate services.	Small claims lawsuits, traffic citations, search warrant issues, mental health commitments, or wedding ceremonies.
Constable	Provides law enforcement in specific precincts, serves legal papers, and enforces Justice of the Peace court orders.	For precinct law enforcement issues, civil process service, or court order enforcement.	Civil paper service, eviction enforcement, court security, or local law enforcement concerns.

MUNICIPAL OFFICIALS

Position	Responsibilities	When/Why to Contact	Examples
Mayor	Serves as chief executive of the city, sets policy direction, represents the city, and manages city operations.	For city-wide policy issues, economic development, or major municipal concerns.	Economic development projects, city policy direction, public safety priorities, or major infrastructure issues.
City Council Members	Pass city ordinances, approve city budgets, make policy decisions, and represent specific districts or the city at-large.	For local ordinances, city budget concerns, zoning issues, or neighborhood-specific problems.	Zoning changes, noise ordinances, city budget priorities, local development projects, or municipal service issues.
City Manager	Implements city council policies, manages daily city operations, oversees city departments, and prepares budgets.	For city service delivery, departmental issues, or implementation of city policies.	City service complaints, departmental performance, budget implementation, or administrative efficiency concerns.

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SCHOOL DISTRICT OFFICIALS

Position	Responsibilities	When/Why to Contact	Examples
School Board Members	Set local education policies, hire superintendent, approve district budget, and oversee local school operations.	For local school policies, budget concerns, curriculum issues, or district-wide educational matters.	Local curriculum decisions, school boundary changes, district budget priorities, superintendent performance, or facility needs.
Superintendent	Manages daily school district operations, implements board policies, oversees staff, and leads educational programs.	For district administration, policy implementation, or systemic educational concerns.	District performance issues, policy implementation concerns, staff management issues, or educational program effectiveness.

SPECIAL DISTRICT OFFICIALS

Position	Responsibilities	When/Why to Contact	Examples
Municipal Utility District (MUD) Board	Manages water, sewer, drainage, and sometimes parks for specific geographic areas.	For water/sewer issues, drainage problems, or utility rate concerns in your MUD.	Water quality issues, sewer problems, drainage concerns, utility billing disputes, or park maintenance.
Hospital District Board	Oversees public hospitals and healthcare services in the district.	For public healthcare access, hospital services, or healthcare policy in your area.	Hospital service quality, healthcare access issues, indigent care programs, or public health initiatives.

Remember: Many Texas communities also have other special districts (fire, emergency services, library, etc.) with elected boards. Check your voter registration card or contact your county clerk to identify all the local officials you can vote for in your area.

