

CARROLL COUNTY CLERK

8 S. MAIN, SUITE 6

CARROLLTON, MISSOURI 64633

660-542-0615

Summary – 2020 Filing Requirements

Please note – this list was prepared as a courtesy to prospective candidates and to the public. Candidates are responsible for researching the full requirements and responsibilities of the particular office they seek.

Associate Commissioner

(Missouri Statutes, Section 49.020)

- U. S Citizen & Missouri resident at least one year prior to election*
- Resident & registered voter of the County at the time of filing**
- Resident of the district from which elected
- Cannot have been convicted (or pled guilty to) a felony (Section 115.306)
- Must be current in payment of state income tax, personal property tax, municipal taxes, and real estate property tax on residence (Section 115.306)
- Cannot be given the oath of office if delinquent on any candidate committee reports (or if an individual serves as treasurer of any candidate committee with delinquent reports) required by Missouri Ethics Commission (Section 130.071)

Duties include, but not limited to: collectively or by designation of the Presiding Commissioners, shall represent the County on the following regional councils which may encompass their county: Manpower planning; aging; health planning; law enforcement assistance; community action; solid waste management; county planning and zoning; University of Missouri extension; future boards, commissions and councils relating to health, education or welfare of the citizens as established by executive or legislative action of the government of the United States or of the State of Missouri; and such other councils and organizations relating to operations of counties as from time to time may be created.

Sheriff

(Missouri Statutes Section 57.010; 57.020)

- U. S. Citizen, Missouri resident at least one year prior to election*
- County resident for one year prior to filing
- Resident taxpayer & registered voter of the County, at time of filing**
- Cannot have been convicted (or pled guilty to) a felony (Section 115.306)
- Must be current in payment of state income tax, personal property tax, municipal taxes, and real estate property tax on residence (Section 115.306)
- Capable of obtaining bond of at least \$5,000

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- cannot be given the oath of office if delinquent on any candidate committee reports (or if an individual serves as treasurer of any candidate committee with delinquent reports) required by Missouri Ethics Commission (Section 130.071)
- Must be a licensed peace officer at the time of filing (Section 57.010)

Duties of the Sheriff shall include, but not limited to; shall quell and suppress assaults and batteries, riots, routs, affrays and insurrections; shall apprehend and commit to jail all felons and traitors, and execute all process directed to him by legal authority, including writs of replevin, attachments and final process issued by circuit and associate circuit judges. Every Sheriff shall maintain, house, and issue concealed carry permits as specified under chapter 571. It shall be the duty of the Sheriff or his appointed deputy to attend each division of the circuit court presided over by a circuit or associate circuit judge held in the county, when so directed by the court, and it shall be the duty of the officer attending any court to furnish stationery, fuel, and other things necessary for the use of the court whenever ordered by the court. Every sheriff is a conservator of the peace within his county, and shall cause all offenders against law, in his view, to enter into recognizance, with security, to keep the peace and to appear at the next term of the circuit court of the county, and to be committed to jail in case of failure to give the recognizance. The Sheriff may regularly patrol and police all public roads and highway within the county; enforce all laws designed to safeguard and protect these roads and highways, and report all dangerous conditions on these roads and highways to the county commission.

County Assessor

(Missouri Statutes, Section 53.010; 53.050)

- U. S. Citizen, Missouri resident at least one year prior to election*
- Resident & registered voter of the County, at time of filing**
- Cannot have been convicted (or pled guilty to) a felony (Section 115.306)
- Must be current in payment of state income tax, personal property tax, municipal taxes, and real estate property tax on residence (Section 115.306)
- Capable of obtaining bond of at least \$1,000.
- Cannot be given the oath of office if delinquent on any candidate committee reports (or if an individual serves as treasurer of any candidate committee with delinquent reports required by Missouri Ethics Commission) (Section 130.071)
- Note: takes office September 1: additional training required (53.225)

Duties include, but not limited to: assess all of the real and tangible personal property in the county in which he assesses at what he believes to be the actual cash value. Each county assessor shall on or before October first of each year furnish to the county collector of the revenue of his county a list of all real property transfers occurring after January first of that year and before September first of that year. The list shall contain a description of the property transferred and the name of each grantor and grantee and their addresses, if known.

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Additional duties also include to place identification numbers, letters or names of all school districts and other political subdivisions authorized by law to levy a tax in proper columns provided therefore on the land list and personal property list. The Assessor shall classify all real property within his county into subclasses as follows: (1) Residential property, (2) Agricultural and horticultural property; (3) Utility, industrial, commercial, railroad, and all other property not included in subclasses (1) and (2) of class 1 property.

County Surveyor

(Missouri Statutes, Sections 60.010 & 60.030)

- U. S. Citizen, & Missouri resident at least one year prior to election*
- County resident (unless appointed) for six months prior to election
- Cannot have been convicted (or pled guilty to) a felony (Section 115.306)
- Must be current in payment of state income tax, personal property tax, municipal taxes, and real estate property tax on residence (Section 115.306)
- Registered land surveyor
- Twenty-one years old at time of election
- Capable of obtaining bond of at least \$1,000
- Cannot be given the oath of office if delinquent on any candidate committee reports (if or individual serves as treasurer of any candidate committee with delinquent reports) required by Missouri Ethics Commission (Section 130.071)
- Must continue residency throughout term of office.

Duties of surveyor include, but not limited to; the county surveyor shall, within thirty days, when called upon, survey any tract of land or town lot lying in his county, at the expense of the person demanding the same, provided, that his agreed upon fees are first tendered, or that he and his deputies are not engaged in executing previous orders of survey. The county surveyor shall execute all orders given to him directly by any court of record, for surveying or resurveying any tract of land, the title of which is in dispute before such court, and all orders of survey for the partition of real estate. The county surveyor shall also (1) Keep a fair and correct record of all surveys made by himself and his deputies, in a well-bound book, with a convenient index, to be procured at the expense of the county or city for that purpose, which books and indexes shall be the property of such county, shall be known as the county surveyor's plat book, and every such surveyor shall record in such book a plat of all surveys executed by him or his deputies, within two weeks after the plat of survey has been certified to, and such books shall be kept at the county seat and subject to inspection by any person interested therein, under the supervision of the county surveyor for such county. (2) Number his surveys progressively; (3) Deliver a copy of any plat of survey to any person requiring such a copy, on payment of an amount equal to the fees allowed to the recorder of deeds for such a document, so long as such records shall remain in his possession, and after such record shall have been deposited in the office of the recorder of deeds, the recorder shall, on the request of anyone and on payment of

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his fees for such service, deliver to such person a duly certified copy of such records under the seal of his office, which shall be accepted as evidence, to all intents and purposes, as the originals themselves. (4) Maintain a copy of corner restoration documents as required in section 60.321 when provided by the Missouri department of agriculture, and subject to inspection and copying by any person interested therein during the normal office hours of the county on payment of the fees allowed to the recorder for similar documents.

Public Administrator

(Missouri Statutes, Section 473.730 revised '03)

- U. S. Citizen at least one year prior to election*
- Registered voter of the County, at time of filing**
- Cannot have been convicted (or pled guilty to) a felony (Section 115.306)
- Must be current in payment of state income tax, personal property tax, municipal taxes, and real estate property tax on residence (Section 115.306)
- Resident of Missouri and of County at least one year prior to election
- At least twenty-one years old
- Capable of obtaining bond of at least \$10,000 and provide such securities as to be approved by the court
- Cannot be given the oath of office if delinquent on any candidate committee reports (if or individual serves as treasurer of any candidate committee with delinquent reports) required by Missouri Ethics Commission (Section 130.071)

Duties of the Public Administrator include, but not limited to: shall be ex-officio public guardian and conservator in and for this county; make a statement annually, under oath, of the amount of property in the public administrator's hands or under the public administrator's control as such administrator, for the purpose of ascertaining the amount of bond necessary to secure such property. Specific details that further explain the duties of Public Administrator can be found in RSMo. 475.120.

Coroner

(Missouri Statutes, Section 58.030)

- U. S. Citizen, Missouri resident at least one year prior to election*
- Resident & registered voter of the County at the time of filing**
- Cannot have been convicted (or pled guilty to) a felony (Section 115.306)
- Must be current in payment of state income tax, personal property tax, municipal taxes, and real estate property tax on residence (Section 115.306)
- County resident at least six months prior to election
- At least twenty-on years old (on election day)
- Before taking office, must qualify for a bond of one-thousand dollars

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Duties of the County Coroner shall include, but not limited to; shall be a conservator of the peace throughout the county, and shall take inquests of violent and casual deaths happening in the same, or where the body of any person coming to his death shall be discovered in his county. The coroner is authorized to perform all the duties which are by law required to be performed by the sheriff when the office is vacant, until another sheriff for the county shall be appointed and qualified. The sheriff or his chief deputy shall, in the temporary absence of the coroner and deputy for any reason, perform all the duties imposed by law upon the coroner.

Township Committeeman / Committeewoman (Missouri Statutes, 115.607-115.613)

- U. S. Citizen, Missouri resident at least one year prior to election*
- Resident & registered voter of the County, at time of filing**
- Resident & registered voter of both the County and district for a least one year prior to election
- Cannot have been convicted (or pled guilty to) a felony (Section 115.306)
- Must be current in payment of state income tax, personal property tax, municipal taxes, and real estate property tax on residence (Section.306)

County committees shall meet at the county seat on the third Tuesday of August. The county courthouse shall be made available for such meeting and any other political party meeting at no charge to the party committee. At the meeting, each committee shall organize by electing one of its members as chair and one of its members as vice chair, a man and a woman, and a secretary and a treasurer, a man and a woman. The county chair and vice chair so elected shall by virtue thereof become members of the party congressional, senatorial and judicial committees of the district of which their county is a part.

*All persons elected or appointed to "public office", Missouri Constitution, Article VII, Section 8.

** Required in Declaration of Candidacy, Missouri Statutes, Section 115.349(3).