



THE COUNTY OF BURNET
Burnet, Texas 78611

JOB DESCRIPTION

WORKING TITLE: COUNTY JUDGE
DEPARTMENT: BURNET COUNTY JUDGE
REPORTS TO: COMMISSIONERS COURT
CLASSIFICATION: ELECTED OFFICIAL

GENERAL DESCRIPTION

The Burnet County Judge is the presiding officer of the five-member county commissioners court. County judges wield a mix of executive, judicial, and legislative or quasi-legislative powers. They are a voting member of the Burnet County Commissioners Court, which sets the tax rate, policies, and budget for the county. The county judge is the chief executive of the county, though their power is shared with other county officials and the commissioners court collectively. Chosen applicant will be appointed to serve the remainder of the unexpired term ending 12/31/2026.

ESSENTIAL DUTIES

- presiding over the Commissioners Court and overseeing the agenda;
- serving as the head of emergency management for the county;
- serving as the chief budget officer;
- calling elections, posting election notices, and receiving and canvassing election returns;
- receiving and approving bonds and sureties for various county concerns;
- potentially serving as judge of the county court for certain criminal or civil cases, including probates.

QUALIFICATIONS

- U.S. Citizen;
- resident of Texas for at least 12 consecutive months;
- resident of the county for at least six consecutive months;
- registered to vote in the county;
- at least 18 years of age;
- not previously convicted of any felony; and
- not previously determined by a probate court to be mentally incapacitated.

EDUCATION REQUIREMENTS

Coordinating Body
County Judges Education Committee
Texas Association of Counties
1210 San Antonio
Austin, Texas 78701
Contact
Joyce Francis or Michele Ewerz
(512) 478-8753
Toll Free: (800) 456-5974

Fax: (512) 477-1324

Texas Association of Counties is the official registrar and permanent contact for county judges' hours.

Programs that qualify

Any judicial education program that meets the requirements of Rule 2 of the Rules of Judicial Education as promulgated by the Court of Criminal Appeals and approved by the County Judges Education Committee.

Filing for credit

A judge's Certification for Credit form must be completed by the judge and returned to the Texas Association of Counties upon completion of an approved program. Forms are available from the program sponsor.

Continuing education requirements

Judges are required to attain 30 hours for their first year in office and 16 hours each 12-month reporting period thereafter.

Legal source

Government Code, Section 74.025 (effective Sept. 1, 1987)

For more information, visit the **Judicial Education Center**.

All applicants must submit a Burnet County application and resume. You may hand deliver your application and resume to Human Resources at 133 East Jackson St, Burnet, TX or email Shirley Bullard (Human Resources Director) at sbullard@burnetcountytexas.org. by January 31, 2025 at 12:00 p.m.

Applicants must be available for the following dates:

February 6, 2025 6:00 pm – Public Workshop

February 11, 2025 9:00 am – Commissioners Court

February 13, 2025 6:00 pm – Public Workshop

February 25, 2025 9:00 am – Commissioners Court

Applicants must be willing to share their phone number and email so that members of the public may contact them during the application process.