



Filing Deadlines for 2014 Sheriff Elections

The Tennessee Sheriffs' Association has made available important dates for those wanting to run for election as sheriff. This information is being provided as a courtesy to our customers. If you have any questions about the filing deadlines or the election process, please contact your local election commission or the Tennessee Peace Officers Standards and Training (POST) Commission at (615) 741-4461.

Please click the link below to access the list of dates.

[2014 Sheriff Election Deadlines](#)

County Spotlight

This month we look at Hamilton County!

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Sample Job Descriptions

Need assistance in developing a job description? CTAS has you covered!

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FY2014 CONUS Rates

New per diem rates were introduced on October 1, 2013.

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Photo by Brian Stansberry

Hamilton

County Seat: Chattanooga

Population: 337,175

Field Consultant:

[Gary Hayes](#)

Ruby Falls Cave is a show cave located on the side of Lookout Mountain in downtown Chattanooga. It was discovered by accident on December 28, 1928 when it was intersected by an elevator shaft that was being drilled to develop Lookout Mountain Cave as a commercial cave.

For more information, visit
www.tnhistoryforkids.org

New CTAS Service: Sample Job Descriptions

Have a position you want to create or fill but are unsure of how to word the job description?

Now available on the [CTAS website](#) are some sample job descriptions to help county governments with their human resources needs. These descriptions have been graciously donated by several counties for use by our customers for filling their positions.



Keep in mind that CTAS staff did not write these descriptions nor are they checked for validity or legality. They are simply offered as a courtesy to our customers. Please have your county attorney or other appropriate staff as needed review the descriptions to ensure they comply with applicable state and federal laws and are appropriate for use in your county.

Additionally, the CTAS webpage containing these sample job descriptions includes some language that you may wish to include in your own job descriptions as they are developed.

Please contact your field consultant if you need help developing a job description. If you are having trouble accessing the sample descriptions on the CTAS website, please contact the CTAS main office at 615-532-3555.

Technical Note: You will need to turn off your popup blocker in order to download the sample job descriptions!

Don't forget to register for the COAT conference this fall!

**County Officials Association of Tennessee
45th Annual Conference**

Murfreesboro Embassy Suites, November 5-8
[Registration Form](#) | [Conference Information](#)





Health Insurance Marketplace Toolkit

for Local Officials from ICMA

The [International City/County Management Association](#) has recently released a helpful health insurance marketplace toolkit for elected officials. This toolkit contains information such as an overview of the marketplace, sample plans and materials, and frequently asked questions.

[Click here to view the toolkit!](#)

*Please be aware that the [healthcare.gov](#) website is currently under stress from the enrollment period beginning October 1, 2013. The information about this toolkit is being provided as a courtesy to our customers to help them remain up-to-date on the ACA.



Mixed Drink Tax

If you have questions regarding the distribution of the mixed drink tax in your county, please contact your **CTAS county government consultant**. Additional information will be published in this newsletter as it becomes available.



Upcoming Events

Nov 6-8 - COAT 45th Annual Conference

Dec 5, 6, 18, & 19 - Procrastination: Defeating the Thief of Productivity & Time

[CTAS Events Calendar](#) | [Training Homepage](#)

SPOTLIGHT ON CTAS SERVICES:

Emergency Management Services

CTAS offers many different types of technical services ranging from debt management to solid waste management. CTAS also offers assistance to county governments with ensuring compliance with the various regulations concerning fire and emergency management services. These services include:

- Providing comprehensive management and technical assistance to counties regarding fire protection, emergency management, emergency medical and emergency communications
- Conducting fire station location analyses
- Assisting counties looking to consolidate fire departments into a countywide system



For more information about these services, please contact your field consultant or CTAS directly at 615-532-3555.

You may also visit the CTAS website to learn more <http://www.ctas.tennessee.edu>.

THE UNIVERSITY of TENNESSEE 
COUNTY TECHNICAL ASSISTANCE SERVICE

The University of Tennessee
County Technical Assistance Service

226 Capitol Boulevard

Suite 400

Nashville, Tennessee 37219

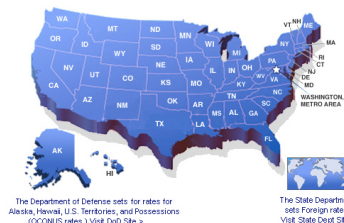
<http://www.ctas.tennessee.edu>

615-532-3555 (main) | 615-532-3699 (fax)

Revised CONUS Rates for 2014

The per diem rates for the continental United States ("CONUS Rates") for fiscal year 2014 went into effect October 1, 2013.

To view the current FY2014 rates, please visit the U.S. General Services Administration website [HERE](#).



County Officials E-News is published every month to bring important information to county officials. For any questions or comments about the newsletter, please send Liz Gossett, CTAS E-Media & Information Specialist, an email at liz.gossett@tennessee.edu.