



March 31, 2025

County Mayor

Dear Reader:

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We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with county government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other CTAS website material.

Sincerely,

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County Mayor

County Administrator

Private Acts of 1976 Chapter 217

SECTION 1. There is created the office of County Administrator for Jackson County. The County Administrator shall be elected by the qualified voters of the county at the August general election in 1976. He shall take office on January 1 following his election and shall serve for a term of three (3) years and eight (8) months and until his successor is elected and qualified. In August, 1980, and thereafter every four (4) years at the August general election, a person shall be elected to fill the office of County Administrator. Terms shall commence on September 1 following the election. Any qualified person shall be eligible to serve as County Administrator for as many terms as he shall be elected.

SECTION 2. The County Administrator shall have the same duties, authority, powers and jurisdiction, except for those of a judicial nature, as set out in the general law of this state for county judges and county chairman, and in addition, he shall have and exercise such other duties of a non-judicial nature as are assigned by private act to the County Chairman of Jackson County. The County Administrator shall be the presiding officer of the Jackson County Quarterly Court.

SECTION 3. The County Administrator shall be paid a minimal annual salary equal to that provided by law for a county judge or chairman and payable in equal monthly installments out of the treasury of the county, at the same time and in the same manner as the salaries of other county officers are paid. He shall be furnished and shall maintain an office in the county courthouse. He shall have authority to hire a secretary and such other assistants as necessary to enable him to carry out the duties of his office and to fix their compensation, subject to the approval of the Jackson County Quarterly Court.

SECTION 4. The office of County Chairman of Jackson County is abolished, effective January 1, 1977. All judicial powers and duties exercised prior to the effective date of this act by the County Chairman of Jackson County, whether pursuant to general law or private act, are transferred, effective January 1, 1977, to the Judge of the Court of General Sessions of Jackson County. All matters of probate are placed under the jurisdiction of the Chancery Court and the Clerk and Master shall be the clerk for all matters of probate, but all other judicial matters shall be the duty of the Clerk of the General Sessions Court.

As amended by: Private Acts of 1977, Chapter 16

SECTION 5. In case of a vacancy in the office of County Administrator, the Quarterly County Court shall appoint a successor to serve until the next general election for county officials. The person elected at such election shall serve the balance of the unexpired term, if any.

SECTION 6. If any provision of this act or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the act which can be given effect without the invalid provision or application, and to that end, the provisions of this act are declared to be severable.

SECTION 7. This act shall have no effect unless it is approved by a majority of the number of qualified voters of Jackson County voting in an election on the question of whether or not the act should be approved. The ballots used in such election to be held on or before May 25, 1976, shall have printed on them the substance of this act and the voters shall vote for or against its approval. The votes cast on the question shall be canvassed and the results proclaimed by the County Election Commissioners and certified by them to the Secretary of State as provided by law in the case of general elections. The qualifications of voters voting on the question shall be the same as those required for participation in general elections. All laws applicable to general elections shall apply to the determination of the approval or rejection of this act.

SECTION 8. For the purpose of approving this act as provided in Section 7, it shall take effect on becoming a law, the public welfare requiring it. For all other purposes it shall become operative in accordance with its terms.

Passed: February 25, 1976.

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