

Who's Who in North Carolina Local Government?

Overview

In this local government review activity, students will match local government job descriptions to the job title that performs described duties. Students will gain an understanding of how local government is relevant to every citizen and which services are provided by North Carolina cities, which services are provided by North Carolina counties, and which services are shared.

Grade s

Middle & High School

Essential Questions:

- What are the services provided by North Carolina's cities and counties?
- What are the various roles and responsibilities of elected and appointed local government officials?
- How is local government in North Carolina relevant to each citizen?

Materials

Option A:

- Local Government Job Descriptions (copy on color paper and cut out) ; attached
- Local Government Job Titles (copy on a different color of paper and cut out) ; attached

Option B

- Worksheet: Who's Who in NC Local Government? (use as an alternative to above materials); attached

Duration

30 minutes

Teacher Preparation

Determine whether you want your students to complete this activity with manipulatives (option A) or as a worksheet (option B). If choosing to use manipulatives, copy the first two handouts on different colors of paper, cutting out each box. Each pair of students will need one set of each handout's cut out boxes.

Procedure

1. As a warm up, ask students to discuss how often they think they are impacted by local government officials. Tell students that today they are going to explore the duties and responsibilities of some local government employees, many of whom provide services that are often taken for granted.
2. Give students the following directions, based on which activity option you are using:
 - Option A: Instruct students to pair up, and give each pair the two stacks of cut out cards (one stack should be of the local government job descriptions, the other should be the job titles). Tell students that they are to match the cards so that the proper description goes with the proper title. Once matched, students can also be instructed to arrange the

matched cards into columns designating city, county, and both. Teachers might want to offer a prize to the first group who correctly finishes.

- Option B: Either individually or as partners, have students complete the attached worksheet. Teachers may want to offer a prize to the first individual or pair who correctly completes the form.

3. Once students have finished, discuss (these questions can also be used as written reflection assignments):

- Review the local government jobs you have now learned about. Choose three jobs that you think are most important and explain why.
- Which local government employee or department provides a service that impacts you the most? Explain.
- Which of the jobs would be the most difficult to perform and why?
- Of all the jobs in local government, which would you most like to perform and why?

Color A Cards (Local Government Job Descriptions)

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| I attend all meetings of the Board of County Commissioners; I draft minutes for the board's approval; I maintain custody of minutes, ordinances, and resolutions; I answer questions about board actions. | I transport patients to local medical facilities and provide emergency medical aid and life-saving measures. | I am an elected official who oversees clerical and record-keeping functions of the Superior and District Courts. Although I am elected at the county level, I am officially state employee. |
| I initiate, prepare, and enforce child support orders for the Department of Social Services. | I research traffic patterns; I monitor traffic computers; I recommend adjustments in traffic light signals to facilitate the flow of traffic. | I work for investigate cases of specific communicable diseases, such as tuberculosis, AIDS, and sexually transmitted diseases; I identify contacts of the patient and refer individuals for treatment. |
| In a council-manager form of government, I serve as the administrative manager of all local government services. I serve at the pleasure of the City Council. | I, and my fellow board members, make official decisions for the city; we establish local tax rates, adopt a budget for the city, set policies for municipal services and pass ordinances. | Along with my fellow board members, I set the local property tax rate. We also adopt a county budget and pass ordinances, resolutions and orders to establish county policies. We also appoint a clerk to keep official records of our meetings, publish notices, conduct research, and carry out other administrative duties. |
| I pick up lost, dangerous or injured animals; I locate owners of lost animals; I order quarantines as necessary; I assist at the animal shelter. | In most NC cities, I am elected by the citizens to preside over the city or town council; I am typically the chief spokesperson for the municipality. | I am elected by a county's citizens. I monitor the county jails, and provide police patrol and criminal investigations for the unincorporated areas. |
| I assist patrons by recommending and locating books, news materials and equipment; I classify published materials and recommend materials to be purchased. | I apply development ordinances to specific city proposals; I analyze planning issues; I prepare reports; I make presentations to citizens and to city council. | I collect residential solid waste on an assigned route. |
| I am elected by citizens to record legal documents such as birth certificates, death certificates, marriage licenses, and property deeds. | I combat, extinguish, and prevent fires; I remove people from danger and administer first aid; I respond to spills/leaks of hazardous materials; I maintain firefighting equipment. | I help clients and their families assess needs and develop plans for developmentally disabled or mentally ill clients. |
| I research and appraise residential, commercial or industrial properties for tax assessment purposes. | I provide law enforcement for the citizens of my municipality. | I process prescription orders at the health department; I register and counsel patients; I maintain inventories of drugs and supplies. |
| I maintain order during daily routine at jail; I provide supervision for and ensure security of inmates. | | |

Color B Cards (Local Government Job Titles)

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| Clerk to the Board | City Planner | Sherriff |
| EMT/Paramedic | Firefighter | Sanitation Worker/ Solid Waste Collector |
| Social Worker/ Child Support Agent | Clerk of Court | Pharmacist |
| City Manager | Community Disease Control Specialist/Public Health Specialist | Mental Health Specialist/ Habilitation Specialist |
| Animal Control Officer | County Commissioner | Tax Appraiser |
| Traffic Engineer | Librarian | Chief of Police |
| City Council member | Register of Deeds | Detention Officer |
| Mayor | | |

Name: _____

Who's Who in Local Government?

Do you know the services that your county and city government provide for you? Often times, because local government services are so ingrained in our day to day lives, we take much of the services our city and county government provide for granted. See if you can correctly complete the chart below.

Job Titles:

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| <ul style="list-style-type: none"> Sherriff Traffic Engineer Clerk to the Board Mental Health Specialist/Habilitation Specialist Mayor Community Disease Control Specialist/Public Health Specialist Librarian Register of Deeds City Planner Sanitation Worker/Solid Waste Collector City Council member | <ul style="list-style-type: none"> Tax appraiser Social Worker/Child Support Agent County Commissioner Detention Officer City Manager Firefighter Pharmacist EMT/Paramedic Animal Control Officer Chief of Police Clerk of Court |
|--|---|

| Job Description | Employee of County, Municipality, or Both? | Job Title |
|---|--|-----------|
| I attend all meetings of the Board of County Commissioners; I draft minutes for the board's approval; I maintain custody of minutes, ordinances, and resolutions; I answer questions about board actions. | | |
| I transport patients to local medical facilities and provide emergency medical aid and life-saving measures. | | |
| I initiate, prepare, and enforce child support orders for the Department of Social Services. | | |
| In a council-manager form of government, I serve as the administrative manager of all local government services. I serve at the pleasure of the City Council. | | |
| I pick up lost, dangerous or injured animals; I locate owners of lost animals; I order quarantines as necessary; I assist at the animal shelter. | | |
| I research traffic patterns; I monitor traffic computers; I recommend adjustments in traffic light signals to facilitate the flow of traffic. | | |
| I, and my fellow board members, make official decisions for the city; we establish local tax rates, adopt a budget for the city, set policies for municipal services and pass ordinances. | | |
| I apply development ordinances to specific city proposals; I analyze planning issues; I prepare reports; I make presentations to citizens and to city council. | | |

| Job Description | Employee of County, Municipality, or Both? | Job Title |
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| I am an elected official who guides the county court system, which is made up of district and superior courts. Although I am elected at the county level, all county courts are consolidated into a state court system; thus, I am officially an employee of the state. | | |
| I work for investigate cases of specific communicable diseases, such as tuberculosis, AIDS, and sexually transmitted diseases; I identify contacts of the patient and refer individuals for treatment. | | |
| Along with my fellow board members, I set the local property tax rate. We also adopt a county budget and pass ordinances, resolutions and orders to establish county policies. We also appoint a clerk to keep official records of our meetings, publish notices, conduct research, and carry out other administrative duties. | | |
| I assist patrons by recommending and locating books, news materials and equipment; I classify published materials and recommend materials to be purchased. | | |
| I am elected by citizens to record legal documents such as birth certificates, death certificates, marriage licenses, and property deeds. | | |
| I am elected by a county's citizens. I monitor the county jails, and provide police patrol and criminal investigations for the unincorporated areas. | | |
| I collect residential solid waste on an assigned route. | | |
| I help clients and their families assess needs and develop plans for developmentally disabled or mentally ill clients. | | |
| I research and appraise residential, commercial or industrial properties for tax assessment purposes. | | |
| I provide law enforcement for the citizens of my municipality. | | |
| I maintain order during daily routine at jail; I provide supervision for and ensure security of inmates. | | |
| I process prescription orders at the health department; I register and counsel patients; I maintain inventories of drugs and supplies. | | |
| In most NC cities, I am elected by the citizens to preside over the city or town council; I am typically the chief spokesperson for the municipality | | |

Answer Key

| Job Description | County, Municipality, or Both? | Job Title |
|--|--|---|
| I attend all meetings of the Board of County Commissioners; I draft minutes for the board's approval; I maintain custody of minutes, ordinances, and resolutions; I answer questions about board actions. | County *not that there is a similar position in the city (City Clerk) | Clerk to the Board |
| I transport patients to local medical facilities and provide emergency medical aid and life-saving measures. | County (often contracted out) | EMT/Paramedic |
| I initiate, prepare, and enforce child support orders for the Department of Social Services. | County | Social Worker/ Child Support Agent |
| In a council-manager form of government, I serve as the administrative manager of all local government services. I serve at the pleasure of the City Council. | City *note that there is a similar position for counties (County Manager) | City Manager |
| I pick up lost, dangerous or injured animals; I locate owners of lost animals; I order quarantines as necessary; I assist at the animal shelter. | City & County | Animal Control Officer |
| I research traffic patterns; I monitor traffic computers; I recommend adjustments in traffic light signals to facilitate the flow of traffic. | City | Traffic Engineer |
| I, and my fellow board members, make official decisions for the city; we establish local tax rates, adopt a budget for the city, set policies for municipal services and pass ordinances. | City | City Council member |
| I apply development ordinances to specific city proposals; I analyze planning issues; I prepare reports; I make presentations to citizens and to city council. | City *note that there is a similar position for counties | City Planner |
| I combat, extinguish, and prevent fires; I remove people from danger and administer first aid; I respond to spills/leaks of hazardous materials; I maintain firefighting equipment. | County *note that volunteer firefighters are NOT county employees | Firefighter |
| I am an elected official who guides the county court system, which is made up of district and superior courts. Although I am elected at the county level, all county courts are consolidated into a state court system; thus, I am officially an employee of the state. | County | Clerk of Court |
| I work for investigate cases of specific communicable diseases, such as tuberculosis, AIDS, and sexually transmitted diseases; I identify contacts of the patient and refer individuals for treatment. | County | Community Disease Control Specialist/Public Health Specialist |
| Along with my fellow board members, I set the local property tax rate. We also adopt a county budget and pass ordinances, resolutions and orders to establish county policies. We also appoint a clerk to keep official records of our meetings, publish notices, conduct research, and carry out other administrative duties. | County | County Commissioner |
| I assist patrons by recommending and locating books, news materials and equipment; I classify published materials and recommend materials to be purchased. | City & County | Librarian |

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| I am elected by citizens to record legal documents such as birth certificates, death certificates, marriage licenses, and property deeds. | County | Register of Deeds |
| I am elected by a county's citizens. I monitor the county jails, and provide police patrol and criminal investigations for the unincorporated areas. | County | Sherriff |
| I collect residential solid waste on an assigned route. | City & County (often contracted out) | Sanitation Worker/ Solid Waste Collector |
| I help clients and their families assess needs and develop plans for developmentally disabled or mentally ill clients. | County | Mental Health Specialist/ Habilitation Specialist |
| I research and appraise residential, commercial or industrial properties for tax assessment purposes. | County | Tax Appraiser |
| I provide law enforcement for the citizens of my municipality. | City | Chief of Police |
| I maintain order during daily routine at jail; I provide supervision for and ensure security of inmates. | County | Detention Officer |
| I process prescription orders at the health department; I register and counsel patients; I maintain inventories of drugs and supplies. | County | Pharmacist |
| In most NC cities, I am elected by the citizens to preside over the city or town council; I am typically the chief spokesperson for the municipality | City | Mayor |