

Approved Courses for Excise Board Training

1. Understanding the Whole of County Government, 3 hours – online

This course reviews the primary functions of county government and the duties and responsibilities of elected and nonelected officials in carrying out those functions. You will learn the roles of all the county departments and how those departments interact with each other as a team in providing services to the public.

2. Introduction to County Purchasing Procedures, 3 hours – online

This course is an introduction to the Oklahoma County Purchasing Act. You will review the roles and responsibilities of all elected county officials and purchasing officers. This course examines the procedures as required in Title 19 (the County Purchasing Act) and in Title 61 (competitive bidding). You will also explore inventory disposal.

3. Open Meetings, 3 hours – may be by zoom or in-person

This course examines what public bodies must do to conduct meetings under the Oklahoma Open Meeting Act (found in Title 25 of the Oklahoma Statutes). This course focuses on the statute's purpose to encourage and facilitate the public's opportunity to observe their government and understand how its decisions are made. This course explores the statute, court decisions, and attorney general opinions that address implementation of the law in county government.

4. Open Records, 3 hours – may be by zoom or in-person

This course explores Oklahoma laws and procedures dealing with public records. You will learn the definition of open records, the required availability of open records, and county officers' responsibilities in handling requests for open records from the public.

5. Budget Process I - Intro, 6 hours – in-person

This course provides a general introduction to county funds and an in-depth look at the county general fund and its budget requirements. You will learn about general fund sources of revenue, line items of expenditure, the statutory timetable, and the roles of county officers. This course also explores the computation of available funds and an introduction to budget-related State Auditor and Inspector forms.

6. Budget Process II, 6 hours – in-person

This course provides a detailed, practical application of the county general fund budget process. You will use an actual county's data for a hands-on case study in which budget estimates are generated, funds available are estimated, budget reductions are made, the mill levy is computed, and the budget completed. You will use calculators and State Auditor and Inspector forms to complete portions of an actual budget. This course explores interactions with cash funds, transfers, and supplements.

7. Cash Flow Management, 4 hours – may be by zoom or in-person

This course examines the detailed planning and timing of county expenditures and expected deposits. You will specifically explore the additional efficiencies and interest earnings that may be acquired as a result of careful planning by everyone in county government. This course is composed of data and case studies from actual county experiences.

8. Overview of County Government, 6 hours – in-person

This course reviews the primary functions of county government and the duties and responsibilities of elected and nonelected officials in carrying out those functions. You will learn the roles of all county departments and how those departments interact with each other as a team in providing services to the public.

9. Tax Roll Corrections, 6 hours – in-person

This course includes two major sections of study. You will review the assessment process and identify methods of correcting original assessments and the assessment roll, while also learning the duties of various county boards and officers. You will then examine several methods of correcting the county tax rolls, including the process for handling erroneous assessments, clerical errors, omitted properties, verification of clerical errors, and court orders.

10. A Practical Guide to Parliamentary Procedures, 4 hours – online

This course takes a practical approach to understanding parliamentary procedure. You will study key terminology and the basics of parliamentary procedure, including making motions, voting, reports, and how to simplify your procedures to work for your group. This course also features interactive learning activities and helpful videos.

11. Communication Skills, 3 hours – in-person

This course explores everyone's need for communication. You will learn what communication is, how we communicate, and how to communicate effectively with the people around you. You will also use personality tests to determine how to communicate with difficult people and how you can strengthen communication in tough situations.

12. County Clerk Duties Review I, 6 hours – in-person

This course reviews the duties and responsibilities of the county clerk using the Handbook for County Clerks of Oklahoma as the text. You will learn about the Governmental Tort Act; the office of the county clerk; the general county clerk duties; boards, meetings, publications and notices; and budgets. This course includes short lectures provided by county clerks and deputies, as well as small group discussions of prepared questions and questions that you may have on the day of the course. This course encourages "round table" discussion of the day-to-day operations of the clerk's office and how to meet the requirements of the law while still providing service to the citizens.

13. County Clerk Duties Review II, 6 hours – in-person

This course reviews the duties and responsibilities of the county clerk using the Handbook for County Clerks of Oklahoma as the text. You will learn about the county accounting system, payroll, recording and filing, filing liens and judgements, and disbursements. This course includes short lectures provided by county clerks and deputies, as well as small group discussions of prepared questions and questions that you may have on the day of the course. This course encourages "round table" discussion of the day-to-day operations of the clerk's office and how to meet the requirements of the law while still providing service to the citizens.

14. Duties of Commissions, Councils, Boards, and Trusts , 6 hours – in-person

This course explores the local government bodies that operate as councils, commissions, boards, and trusts. You will learn the legal authority for each one and examine examples of how Oklahoma uses each of these bodies. You will team up in small groups and each group will answer a series of questions resulting in a basic description of a new, unique county trust authority.