

Hon. Leslie Jones Burks
Tax Assessor Collector
Polk County
416 N Washington Ave
Livingston, TX 77351-2838

ID: 236633
Phone: (936) 327-6801
Fax: (936) 327-6885
Enrollment Date: 01/01/2017

<u>Date</u>	<u>Course</u>	<u>Units</u>
01/01/2017	Excess hours carried from 2016	10.00
04/03/2017	Customer Service	1.00
04/03/2017	FLSA, USERRA, & Sexual Harassment	1.00
04/03/2017	FMLA: What Every Employer Needs to Know	1.00
04/10/2017	Property Tax Law	24.00
05/11/2017	Voter Registration & Chapter 19 Funds	1.00
05/15/2017	Property Tax Assessments and Collections	26.00
06/04/2017	Tax Assessor-Collector Association Conference	11.25
06/29/2017	Budget Planning	1.00
06/29/2017	Public Records: Release, Management & Retention	1.00
06/29/2017	Motor Vehicle Sales Tax & Fee Collections	1.00
07/19/2017	Truth in Taxation	16.00
09/19/2017	Advanced Assessments and Collections	18.00
11/14/2017	VG Young School for Tax Assessor-Collectors	14.00
11/22/2017	Fundamentals of the Americans with Disabilities Act	1.00
11/22/2017	Manufactured Housing & Boat Titling and Registration	1.00
11/22/2017	Accounting in the Tax Office	2.00
11/22/2017	Personnel Management in the Public Sector	2.00

Total Hours for year: 132.25

**You have met your continuing education requirements for the
period 01/01/2017 - 12/31/2017.**

You may carry forward 10.00 hours to the next reporting period.

SB546 of the 83rd Regular Legislative Session requires a County Tax Assessor-Collector to successfully complete 20 hours of continuing education annually. Up to 10 additional hours, over the required 20, will be carried forward into the next reporting period. This transcript/certificate is evidence of compliance with Texas Property Tax Code Section 6.231(d,) and must be filed for record with Commissioners Court.

01/10/2018

Please contact the Tax Assessor-Collectors Association Director of Education by email @ roving@brazoria-county.com with any questions.