



THE UNIVERSITY of TENNESSEE 
COUNTY TECHNICAL ASSISTANCE SERVICE

226 Capitol Boulevard, Suite 400
Nashville, Tennessee 37219
Phone: (615) 532-3555
Fax: (615) 532-3699

www.ctas.tennessee.edu

THE UNIVERSITY of
TENNESSEE 
COUNTY TECHNICAL
ASSISTANCE SERVICE

Promoting better county government
through direct assistance to county
officials and their associations



CTAS staff members deliver prompt, accurate assistance to county government operations through personal contact, correspondence, telephone calls, publications, and training.

The University of Tennessee does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, or veteran status in provision of educational programs and services or employment opportunities and benefits. This policy extends to both employment by and admission to the university.

The university does not discriminate on the basis of race, sex, or disability in its education programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990.

Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination in Employment Act (ADEA) or any of the other above referenced policies should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone (865) 974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the UTK Office of Human Resources, 600 Henley Street, Knoxville, TN 37996-4125.

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The County Technical Assistance Service (CTAS) was created by the Tennessee General Assembly in 1973 at the urging of county officials and the Tennessee County Services Association (TCSA), which wanted an agency to provide prompt, accurate technical assistance on a daily basis to Tennessee's 95 counties.

The mission of CTAS is to promote better county government through direct assistance to county officials and their associations. CTAS' most valuable resource is its staff and the local government experience each staff member brings to the job.

OUTREACH

CTAS maintains working relationships with numerous associations for county officials, including:

- Tennessee County Services Association (TCSA)
- County Officials' Association of Tennessee (COAT)
- Tennessee County Highway Officials' Association (TCHOA)
- Association of County Mayors (ACM)
- Tennessee County Commissioners' Association (TCCA)
- Tennessee Sheriffs' Association (TSA)
- Tennessee Association of Assessing Officers (TAAO)
- Tennessee County Attorneys' Association (TCAA)



PROVIDING DIRECT ASSISTANCE

County government consultants are frontline staff members who provide direct one-on-one assistance to county officials in areas such as finance, budgeting, purchasing, debt structure and issuance of bonds, personnel, long-range capital planning, and general administration.

ADMINISTERING TRAINING

CTAS also administers the County Officials Certificate Training Program (COCTP). In 1989, the Tennessee General Assembly officially recognized COCTP and provided that county officeholders and employees who complete the program would be designated by the University of Tennessee as certified public administrators. The program addresses leadership training as well as office-specific, technical issues facing county officials.

SERVING TENNESSEE BY

- Preparing complex financial data for counties and associations.
- Providing legal opinions to county attorneys and county officials, reviewing legislative proposals, and monitoring General Assembly activity.
- Assisting county sheriffs with jail management and assessing needs for expansion and construction of new jails and justice centers.
- Preparing and distributing publications.
- Providing technical assistance to county fire departments.
- Advising best practices in human resource management.
- Assisting with economic and community development initiatives.
- Analyzing costs of solid waste management and helping counties comply with the Solid Waste Management Act.
- Assessing county needs and providing advice regarding information technology.
- Using Geographic Information System applications to generate maps and reports about subjects such as census statistics, economic data, roads, infrastructure, and environmental data.

