Cheryl E. Johnson, PCC, CTOP
Galveston County Tax Assessor Collector
722 Moody Avenue, Galveston, Texas 77550
(409) 765-3277 ☎ (409) 392-5457
Cheryl.E.Johnson@co.galveston.tx.us

September 30, 2024

County Judge and Commissioners
Galveston County
722 Moody
Galveston, Texas 77550

Re: 2024 Tax Assessor Collector Certifications

Dear Sirs:

Over the last year and a half, two Tax Office employees have worked to complete courses needed to achieve professional certifications.

Ms. Heather Niblock completed all required courses and earned County Tax Office Professional Certification and Ms. Jennifer Lee completed all required courses and time requirements to earn Professional County Collector Certification. The listings of courses are included on the transcripts included with this letter.

Obtaining and maintaining tax office and property tax professional certifications is essential to maintain the level of service provided each and every day to customers of our office.   Services provided are diverse and education and training is not an option – it is necessary.

Please join me in commending Ms. Niblock and Ms. Lee for this significant achievement at the next Commissioners meeting that is held on Galveston Island.

Sincerely,

Cheryl E. Johnson, PCC, CTOP

Attachments

Tax Assessor-Collector Association
County Tax Office Professional
Initial Transcript

Ms. Heather Niblock
Branch Coordinator
Galveston County
722 Moody Ave
Galveston, TX 77550

ID: 262718
Phone: (409) 766-2487
Fax: (409) 766-2479
Enrolled Date: 01/01/2024

Basic Education: 2 Required	Completed to Date: 2 Remaining Courses Needed: 0
Course Title	Date Completed
DMV Online Courses	10/07/2020
Ethics for County Tax Assessor-Collectors	08/15/2024

Mandatory, Constitutional/Statutory Duty Courses: 5 Required	Completed to Date: 5 Remaining Courses Needed: 0
Budget Planning	11/09/2023
Public Records: Release, Management & Retention	11/09/2023
Title Fraud Training	06/26/2024
Motor Vehicle Sales Tax & Fee Collection	11/09/2023
Voter Registration & Chapter 19 Funds	11/07/2023

Elective Courses: 4 Required	Completed to Date: 4 Remaining Courses Needed: 0
Fundamentals of the Americans with Disabilities Act	
Manufactured Housing & Boat and Motor Titling & Registration	11/09/2023
Customer Service to Build the Public Trust	11/09/2023
FLSA, USERRA, & Sexual Harassment	11/13/2023
FMLA: What Every Employer Needs to Know	11/07/2023
Accounting in a County Tax Office	
Personnel Management in the Public Sector	
Special Inventory Taxation	

Tax Assessor-Collector Association
Professional County Collector
Initial Transcript

Ms. Jennifer J. Lee
Property Tax Application Specialist
Galveston County
722 21st St Floor 2
Galveston, TX 77550-2318

ID: 264798
Phone: (409) 766-2284
Fax: (409) 766-2479
Enrolled Date: 01/01/2023

Basic Education: 7 Required	Completed to Date: 7 Remaining Courses Needed: 0
Course Title	Date Completed
Ethics for County Tax Assessor-Collectors	09/24/2024
Intro To Property Tax Administration (PTEC.101)	04/19/2023
Intro To Property Tax Appraisal (PTEC.102)	04/21/2023
Truth in Taxation (PTEC.28)	06/14/2024
Property Tax Law (PTEC.7)	06/07/2024
Property Tax Assessments and Collections (PTEC.8)	03/07/2024
Advanced Assessments and Collections (PTEC.9)	12/08/2023

Mandatory, Constitutional/Statutory Duty Courses: 5 Required	Completed to Date: 5 Remaining Courses Needed: 0
Budget Planning	08/21/2024
Public Records: Release, Management & Retention	08/20/2024
Title Fraud Training	04/11/2024
Motor Vehicle Sales Tax & Fee Collection	08/20/2024
Voter Registration & Chapter 19 Funds	08/22/2024

Elective Courses: 4 Required	Completed to Date: 4 Remaining Courses Needed: 0
Fundamentals of the Americans with Disabilities Act	08/21/2024
Manufactured Housing & Boat and Motor Titling & Registration	
Customer Service to Build the Public Trust	11/16/2023
FLSA, USERRA, & Sexual Harassment	
FMLA: What Every Employer Needs to Know	
Accounting in a County Tax Office	08/21/2024
Personnel Management in the Public Sector	08/21/2024
Special Inventory Taxation	Used Towards CTOP

Print Date: 09/30/2024

For questions regarding CE hours, please contact the TACA Education
Director at education@tacaoftexas.org.