



## Clerk of the Board of Supervisors

**Lynna Monell**  
Clerk of the Board of Supervisors

Pursuant to County Code section 12.0104, the Board of Supervisors (Board) at the November 15, 2022, meeting approved the following procedure to fill the vacancy for the County Assessor/Recorder beginning at Noon on January 2, 2023, through 11:59 am on January 6, 2025:

- The Clerk of the Board of Supervisors (Clerk) will post a Notice of Vacancy on Thursday, November 17, 2022, by 8:00 am setting forth the statutory requirements of holding the office of County Assessor/Recorder.
- The Clerk will develop an application that includes required qualifications for the County Assessor/Recorder and the qualifications to hold elective office.
- Applications will be available on the Clerk's website starting Thursday, November 17, 2022, by 8:00 am.
- Applications will be received until Wednesday, November 23, 2022, at 5:00 pm. No other applications will be accepted after the closing date and time.
- On Monday, November 28, 2022, the Clerk will distribute unredacted applications and supplemental materials to each Board Member and post all materials on their website in redacted form.
- During the open session of the December 6, 2022, Regular Board meeting at 1:00 pm, the Board Members will interview all eligible candidates.
  - The Clerk will notify all candidates of the date and time of the interviews by email and phone.
  - Interviews will be conducted during the public session.
  - Public Comment for that item will open at the end of interviews.
  - At the conclusion of the interviews and public comment, the Board will deliberate in open session and vote on a selection.
  - The Board will also take action to appoint the selected candidate to the position of County Clerk.
  - The candidate selected will then be sworn in as Assessor/Recorder/County Clerk to be effective Monday, January 2, 2023, at Noon.
- A new application is required if an individual applied for the prior County Assessor/Recorder vacancy ending at 11:59 am on January 2, 2023.

### BOARD OF SUPERVISORS

**COL. PAUL COOK (RET.)**  
First District

**JANICE RUTHERFORD**  
Second District

**DAWN ROWE**  
Vice Chair, Third District

**CURT HAGMAN**  
Chairman, Fourth District

**JOE BACA, JR.**  
Fifth District

**Leonard X. Hernandez**  
Chief Executive Officer