



## 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 August 9, 2022 meeting approved the following procedure to fill the current unexpired term of County Assessor/Recorder ending at 11:59 am on January 2, 2023:

- The Clerk of the Board of Supervisors (Clerk) will post a Notice of Vacancy on Wednesday, August 10, at 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.
- The application will include supplemental questions that will be provided by the Chairman of the Board to the Clerk by 5:00 pm on August 9, 2022.
- Applications will be available on the Clerk's website starting Thursday, August 11, 2022, at 8:00 am.
- Applications will be received until Thursday, August 18, 2022, at 5:00 pm. No other applications will be accepted after the closing date and time.
- On Friday, August 19, the Clerk will distribute unredacted applications and supplemental materials to each Board Member and post all materials on their website in redacted form.
- Each Board office will review the materials and be prepared to select candidates to interview.
- During the open session of the August 23 Regular Board meeting, individual Supervisors will select up to their top three candidates for interview.
  - The process for selection will be a sealed envelope process, whereby each Supervisor will select candidates, put their names into a sealed envelope and give the envelope to the Clerk in public session.  
The Clerk will then open each envelope announcing the district, Supervisor name, and the name(s) of their top candidate selections.
  - The Clerk will notify the top candidates of the date and time of the interviews.
  - The Board directed that interviews be conducted at the September 13 Regular meeting starting at 1:30 pm in public session.
  - Public Comment for that item will open at the end of interviews.
  - At the conclusion of the interviews, the Board will deliberate in open session and vote on a selection.
  - The candidate selected to fill the current term will then be sworn in.

### 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