



Contra Costa County

For Office Use Only

Date Received:

MAIL, EMAIL, OR HAND DELIVER TO:

Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553

Or by email to Jami.Napier@cob.cccounty.us

COUNTY CLERK-RECORDER APPLICATION

PLEASE TYPE OR PRINT IN INK

1. Name:

(Last Name) (First Name) (Middle Name)

2. Address:

(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones:

(Home No.) (Work No.) (Cell No.)

4. Email Address: _____

5. EDUCATION: Check the appropriate box if you possess one of the following:

High School Diploma G.E.D. Certificate California High School Proficiency Certificate

College or other advanced education/training

Give Highest Grade or Educational Level Achieved: _____

Names of colleges / universities attended		Course of Study / Major	Degree Awarded	Degree Type
A)			Yes <input type="checkbox"/> No <input type="checkbox"/>	
B)			Yes <input type="checkbox"/> No <input type="checkbox"/>	
C)			Yes <input type="checkbox"/> No <input type="checkbox"/>	
D) Other schools / training completed:		Course Studied	Hours Completed	Certificate Awarded: Yes <input type="checkbox"/> No <input type="checkbox"/>

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve as the County Clerk-Recorder. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

A) Dates (Month, Day, Year) <u>From</u> <u>To</u>	Title	Duties Performed
Total: <u>Yrs.</u> <u>Mos.</u>	Employer's Name and Address	
Hrs. per week _____ . Volunteer <input type="checkbox"/>		
B) Dates (Month, Day, Year) <u>From</u> <u>To</u>	Title	Duties Performed
Total: <u>Yrs.</u> <u>Mos.</u>	Employer's Name and Address	
Hrs. per week _____ . Volunteer <input type="checkbox"/>		
C) Dates (Month, Day, Year) <u>From</u> <u>To</u>	Title	Duties Performed
Total: <u>Yrs.</u> <u>Mos.</u>	Employer's Name and Address	
Hrs. per week _____ . Volunteer <input type="checkbox"/>		
D) Dates (Month, Day, Year) <u>From</u> <u>To</u>	Title	Duties Performed
Total: <u>Yrs.</u> <u>Mos.</u>	Employer's Name and Address	
Hrs. per week _____ . Volunteer <input type="checkbox"/>		

7. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

No Yes

If Yes, please identify the nature of the relationship: _____

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that any misstatements / omissions of material fact may cause forfeiture of my rights to appointment as the County Clerk-Recorder.

Sign Name: _____ Date: _____

Important Information

1. Your application and any attachments you provide are public documents and are subject to the California Public Records Act (CA Gov. Code §6250-6270), and will be posted online.
2. The completed application and supplemental questionnaire (by hard copy or by email) must be received by 5:00 PM on Monday, December 16, 2019 in the Office of the Clerk of the Board of Supervisors (651 Pine Street, Room 106, Martinez, CA 94553) or by email to Jami.Napier@cob.cccounty.us.
3. Applicants must complete the Supplemental Questionnaire (below). Attach pages for Supplemental Questionnaire. A resume or other relevant information may be submitted with this application.
4. Applicants may be required to complete a Statement of Economic Interests (California Fair Political Practices Commission Form 700) and authorize the County to conduct a background check, including but not limited to a social media/internet check and Live Scan fingerprinting.

Supplemental Questionnaire

1. Are you a United States Citizen?
2. Are you registered to vote in the State of California?
3. Are you a resident of Contra Costa County?
4. Describe specific public service or private sector positions you have held which you believe best qualify you for the position of County Clerk-Recorder. Indicate major accomplishments in each position. Please identify each role by employer, job title, and length of time held.
5. Past incumbents were long serving and etched a strong image upon the department. Recognizing there are strengths and weaknesses in every person, what are your strengths and how would you propose to imprint your strengths upon the organization? What do you see as your weaknesses? What challenges do you see for the Office?
6. What have you done to familiarize yourself with the various codes, regulations, and practices that dictate how the Clerk-Recorder-Registrar's Office operates?
7. Are you prepared to seek election to this office in March 2022?
8. Do you consider this job to be full-time or part-time?
9. In addition to the foregoing, please indicate any special qualifications, skills, training, or achievements you possess which are relevant to consideration for this position.