Hi Miranda,

Is Deborah Frazier assisting you with the Clerk Recorder recruitment?

Debbie

From: carolyn smith <csmith_107@yahoo.com>
Sent: Wednesday, September 8, 2021 2:09 PM
To: County of SLO HR Office <hr@co.slo.ca.us>
Subject: [EXT]Stew Jenkins for County Clerk/Recorder

ATTENTION: This email originated from outside the County's network. Use caution when opening attachments or links.

To Whom It May Concern,

I would like to submit my recommendation of Stew Jenkins for appointment for County Clerk/Recorder to fill the remaining term vacated by Tommy Gong.

I've known Stew and worked with him on the opposite side of legal cases for approximately 15 years. I found him to be very intelligent and a strong advocate for his clients while maintaining integrity and honesty. He is very knowledgeable in the law and always applied it ethically and accurately.

I also worked with him on a local campaign a few years ago and found him to be open-minded to hearing many sides of an issue without being condescending or critical. He worked well with campaign workers and the public no matter what their political party or opinions and had pleasant interactions with everyone. He also provided valuable expertise to the campaign as he was very informed of the law and how it applied to the election process.

Therefore, I highly recommend Stew Jenkins for the appointment of County Clerk/Recorder. I believe he would do an excellent job of objectively applying election laws and regulations while maintaining transparency and confidence for all voters.

Thank you.

Carolyn Smith
40 year City of SLO Resident
COUNTY OF SAN LUIS OBISPO invites applications for the position of:

County Clerk-Recorder

**SALARY:** $154,688.56 Annually

**OPENING DATE:** 07/30/21

**CLOSING DATE:** 08/31/21 11:59 PM

**ABOUT THE POSITION:**

The County of San Luis Obispo is currently recruiting for County Clerk Recorder. It is anticipated that the successful candidate will fill the recently vacated elected position through the remainder of the current term, which expires at noon on January 2, 2023.

The County Clerk Recorder position is an elected position. Government Code section 25304 requires the Board of Supervisors to appoint a person to fill this vacancy for the remainder of the unexpired term of office.

The County is seeking a dynamic, experienced and talented professional with exceptional leadership skills to lead a department of 22.5 full time equivalent staff and a total budget of approximately $3.9M.

A commitment to serve the community and staff, and an ability to inspire confidence from community members of all political affiliations is essential. The ideal candidate will exemplify the Three Pillars of Integrity, Teamwork and Communication. A commitment to serve the community and staff, as well as the ability to empower departmental staff with the authority and resources to provide excellent customer service is essential.

The candidate who is selected to fill this role will assume this position until the expiration of the existing term, which ends at noon on January 2, 2023. If desired, the successful candidate may run for election for the subsequent term.

**COUNTY CLERK-RECORDER MISSION STATEMENT:**

In pursuit of a well-governed community, the County Clerk-Recorder will ensure the integrity of the election process and the records maintained by the office and provide access to these public records, by complying with all applicable laws, employing technology to its fullest and wisely spending the public funds entrusted to us while serving our customers with courteous and well
trained staff.

Clerk-Recorder mandated duties including: provide exemplary service to our customers in County Clerk mandated functions, such as issuing marriage licenses, filing notary and other bonds and filing fictitious business name statements. Provide enthusiastic, professional volunteers and staff to perform civil marriage ceremonies. Maintain the integrity of the Official Records with well-trained staff to examine, record and index property-related documents and vital records; provide professional, knowledgeable staff to assist the public in searching records maintained by the office. Encourage and maintain the voter registrations of all electors residing within the County.

The County Clerk-Recorder ensures the integrity of the election process in the management and conduct of all elections; provide professional, knowledgeable staff to assist candidates, customers and voters in the office and at the polls on Election Day.

THE IDEAL CANDIDATE:

Minimum Qualifications:
Must be at least 18 years old, a citizen of California, and a resident and registered voter in the County at the time of appointment.

The County of San Luis Obispo is looking for a candidate who:

- Possesses the highest level of personal and professional integrity.
- Possesses a commitment to serve the community and staff, and an ability to inspire confidence from community members of all political affiliations.
- Is an experienced leader and manager who has a record of working effectively with a wide variety of stakeholders in a political environment.
- Has a visionary approach to the challenges of the Clerk-Recorder, aligned with the department strategic plan, the County's mission, the Community and is supportive of the Board of Supervisors' priorities.
- Has a performance record that demonstrates a willingness to address difficult issues with confidence and a problem solving mentality.
- Has the ability to play a leadership role representing the County in regional, statewide and federal networks.
- Has a strong record of developing and maintaining effective interpersonal relationships with news media and the public.
- Demonstrates calm, centered and confident leadership that inspires others to commit to the organization's ideals, contribute their best and provide outstanding customer service.
- Has the ability to inspire, motivate, mentor and empower staff and takes pride in developing staff and investing in their professional development.
- Is an outstanding communicator and listener who can work collaboratively with community groups, elected and appointed officials, public agencies and the public.

HOW TO APPLY: