

EMPLOYMENT APPLICATION



ORANGE COUNTY
333 W. Santa Ana Blvd
Santa Ana, California 92701
ochr@ocgov.com
<http://www.ocgov.com/jobs>

Nguyen, Hieu
0182E1-1212-054(O) COUNTY CLERK RECORDER

Received: 1/10/13 10:32 PM
For Official Use Only:
QUAL: _____
DNQ: _____
 Experience
 Training
 Other: _____

PERSONAL INFORMATION

POSITION TITLE: COUNTY CLERK RECORDER		EXAM ID#: 0182E1-1212-054(O)
NAME: (Last, First, Middle) Nguyen, Hieu		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code)		
HOME PHONE:	ALTERNATE PHONE:	EMAIL ADDRESS:
DRIVER'S LICENSE: <input type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: CA Number:	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input type="checkbox"/> Yes <input type="checkbox"/> No

PREFERENCES

PREFERRED SALARY: \$67.09 per hour; \$139,524.00 per year	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day	
OBJECTIVE: I am applying for the Clerk-Recorder's position because I have the professional training, experience and work ethics to administer this office effectively. I will bring a conservative financial approach to managing the budget of the office and will look for ways to reduce costs. I will provide the day-to-day leadership needed to direct staff and streamline the management structure. I am familiar with the technology systems used by the office and will ensure they are properly maintained, including development of a comprehensive security and backup plan. I will provide a "hands-on" management style and improve communications with the public and businesses that this office serves.	

EDUCATION

Nothing Entered For This Section

WORK EXPERIENCE

Nothing Entered For This Section

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Agency-Wide Questions

1. **What is your desired work location?**
Central/Civic Center
2. **Are you a current or former County of Orange employee?**
Yes
3. **What is/was your Job Title?**
Assistant Clerk of the Board
4. **Please provide your employment dates with the County of Orange.**
1994 to present
5. **What Agency/Department do/did you work for?**
Other
6. **If you selected Other in question 5, please specify in the text box below.**
Clerk-Recorder 1994 to 2006 and Clerk of the Board 2006 to present
7. **If formerly employed with the County of Orange, what name were you employed under?**
same
8. **How did you hear about this position?**
County employee/friend
9. **May we contact your current employer?**
yes

The following terms were accepted by the applicant upon submitting the online application:

Certificate of Applicant - By clicking ACCEPT, I certify that all statements made in this application and the attachments are true and I agree and understand that misstatements or omissions of any material fact may be cause for further investigation and may lead to disqualification or dismissal. I also grant permission for the County to verify any and all information contained within by contacting former employers and schools, etc.

This application was submitted by Hieu Nguyen on 1/10/13 10:32 PM

Hieu Nguyen

December 17, 2012

Orange County Board of Supervisors

Dear Supervisors,

This letter is to submit my application for the position of Orange County Clerk-Recorder.

I have been an Orange County employee for 18 years and my experience includes serving as Chief Deputy Recorder and the Assistant Clerk of the Board of Supervisors Department. During the 12 years I worked in the Clerk-Recorder's Office, I rose through the ranks and was exposed to all areas of responsibility. I started as a Recordable Document Examiner and was promoted by former Clerk-Recorder Gary Granville to Supervising Recordable Document Examiner. I was promoted to Chief Deputy Recorder in 1999 and served in this position through June 2006 when I was promoted to Assistant Clerk of the Board of Supervisors, which is my current position at the County of Orange.

My County management experience has provided me with the knowledge and experience to serve as Clerk-Recorder. I will provide the County with in-depth understanding of the Clerk-Recorder's duties, systems, procedures, and regulations. I am also committed to protecting the security and safeguard of Public Records, improving the efficiency of the office and working in a cooperative manner with the County Supervisors and County Departments. I will be able to immediately provide management direction to the Department's operational staff and provide Department Head leadership and judgment needed to meet legal and operational requirements of the office. I am familiar with the current management and supervisory staff at the Clerk-Recorder's Office and will provide a smooth transition as the new Department Head.

Another qualification for your consideration is that I ran for the Clerk-Recorder's position in the 2010 election and received 97,711 votes (25.4%) of the votes. This was an impressive show of support from the community against a two-term incumbent. I was also honored with over 100 endorsements from elected officials, community leaders and business owners.

I will strive to improve services to the public and run the department in a cost effective manner. I will direct the Department in a professional manner and provide employees with a supportive work environment. I will also make it a priority to conduct regular communications with the industries and citizens served by the Clerk-Recorder's Office.

I appreciate the opportunity to submit my application for the Clerk-Recorder position and look forward to discussing my qualifications further with each of you during your selection process.

Sincerely,



Hieu Nguyen

Hieu Nguyen

Professional Experience:

**Clerk of the Board of Supervisor
Assistant Clerk of the Board**

**County of Orange
2006 to present**

- Manage and approve all Purchasing and Human Resources transactions in the County's CAPS System for the Clerk of the Board Department.
- Manage all Purchasing services for the five Board of Supervisor offices for items such as office supplies, furniture, equipment leases, mail processing and service contracts.
- Act as Liaison for Board of Supervisor offices for facility maintenance and repairs.
- Supervise department staff that complete scanning and indexing of assessment appeals documents.
- Manage the Department's process for records retention and destruction including County Counsel documents related to litigation.
- Oversee and approve all petty cash transactions for the Board of Supervisors and the Clerk of the Board.
- Coordinate Public Records Requests with County Counsel and other County Departments.
- Responsible for Department's Business Continuity Plan and procedures for disaster recovery.
- Act as Clerk of the Board Department's Emergency Coordinator and Safety Officer.
- Coordinate updates of County Ordinance Code records.
- Assist Department Head as needed with department budget preparation and administrative matters.

**Orange County Clerk-Recorder
Chief Deputy Recorder**

**County of Orange
1999 to 2006**

- Eight years of experience managing and coordinating Recorder function with a high volume of daily recording, scanning and indexing real property documents.
- Directed operations of Recorder Departments with 55 employees and 5 supervisory staff, including performance evaluations, scheduling and other personnel issues.
- Prepared department policies and procedures
- Responsible for staff training and certification process.
- Acted as County Recorder Office's representative in meetings with other government agencies, cities, mortgage and bank officials and the State Association of Clerk-Recorders.
- Supervised staff that recorded official property records of 1 to 1.5 million transactions per year.

- Provided direction to Department Systems personnel on system requirements for design, programming, testing and implementation of Recorder Department systems.
- Managed the implementation of new Cashiering System in 1999-2000 to ensure Y2K compliance.
- Managed the implementation of original "Electronic Recording System" with Title companies.
- Managed purchasing process for Recorder's Department.
- Planned and directed department equipment and facility projects for the Recorder's Department.
- Assisted County Clerk-Recorder Gary Granville in conducting quarterly meeting with Title companies.
- Closely monitored operating of Cashier, Grantor-Grantee and Electronic Recording Systems.

Recordable Document Examiner Supervisor	1997 to 1999
Senior Recordable Document Examiner	1996 to 1997
Document Examiner	1994 to 1996

- Supervised staff serving the public and Title companies to record official property records.
- Participated in design of first Electronic Recording System as the State's designated pilot project. (1997-1998)
- Participated in design and Implementation the Department's Cashiering Systems.
- Implemented Official Records Scanning and Grantor/Grantee Index systems.
- Created training program for the Title companies for Electronic Recording.
- Oversaw County Archive Program.
- Trained on all County Clerk functions for Marriage License, Birth and Death Certificates, Fictitious Business Name filings, Environmental Impact Report filings and Notary registrations.

Education:

Chapman University 2004-2005 Orange, Ca 92680

- County of Orange Leadership Academy
- Graduated Academy 2005

Santa Ana College Santa Ana, Ca 92701

- Graduated Certificate Business Administration Human Resource Management (2001)
- Attended general education and business classes for 2 years (1999-2001)



TD SERVICE FINANCIAL CORPORATION

Dale L. Dykema, CMB
Chairman of the Board/Chief Executive Officer

August 24, 2012

Mr. John M. W. Moorlach
Orange County Board of Supervisors
Supervisor Second District

Hi John:

It was pointed out to me recently that the position of County Recorder will likely be vacant after the next election and that the position will be filled by the Board of Supervisors. I would like to give you my input relative to filling that vacancy.

As you probably know, my company has had the need to use the recorders services over the last 48 years and appreciate it when the Recorder's office is run in a very business-like fashion. Most of the time this has been the case and I would like to see it continue to be that way.

In my opinion, Gary Granville was the best and most progressive Recorder the county has had in the years that we have used the Recorder's services. One of Gary's key assistants during Gary's tenure was Hugh Nguyen who still works for the county but in another area. Hugh was trained by Gary and believes in the way Gary ran the operation. He still has an awareness of the activities of the Office and has some ideas on how to run the operation more efficiently and with less cost.

I feel that Hugh would be an excellent choice to fill the vacant seat – to my knowledge there is no one out there who is better qualified.

Thank you for your consideration.

Cordjally,
T.D. Service Financial Corporation

Dale L. Dykema
Chairman of the Board/Chief Executive Officer

DLD:mw

Darlene J. Bloom

December 19, 2012

John M. W. Moorlach, Chairman
Orange County Board of Supervisors
Hall of Administration

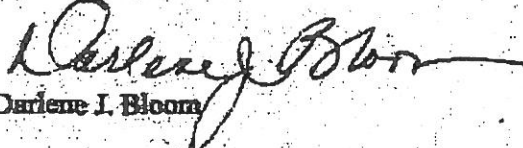
Dear Supervisor Moorlach:

SUBJECT: APPOINTMENT OF COUNTY CLERK-RECORDER

Your Board will soon be considering candidates to fill the remaining term of the County Clerk-Recorder position. I want to recommend Hieu Nguyen for this position. Hieu has 18 years of experience as a County employee and served as Chief Deputy Recorder during that period. He also worked for the Clerk of the Board's Office under my control until my retirement in January of this year. Hieu continues to hold a manager's position in the Clerk of the Board Office and is held in high regard. In 2002 I was appointed Interim Clerk Recorder after the passing of Gary Granville for a period of 10 months and Hieu was Chief Deputy Recorder at that time. In all of these positions Hieu has done an exemplary job. In 2010 he ran for the Clerk-Recorder's position and received strong support from the public and local public officials. I believe Hieu brings the experience and management skills needed to effectively direct the Department.

The public needs a qualified manager in this position. Hieu has the ethics, experience, operational knowledge and commitment to public service to serve as County Clerk-Recorder. Your support of his appointment will be greatly appreciated.

Sincerely,


Darlene J. Bloom

CC: Janet Nguyen, Supervisor 1st District
Todd Spitzer (Supervisor-elect 3rd District)
Shawn Nelson, Supervisor 4th District
Patricia C. Bates, Supervisor 5th District

TITLE365

5000 Birch Street, Suite 300, Newport Beach, CA 92560

Monday, December 24, 2012

Shawn Nelson, Chairman
Hall Of Administration
Orange County Board Of Supervisors

RE: letter of recommendation

Dear Mr. Nelson,

I have known Mr. Hieu Nguyen for many years and found his knowledge and expertise in the area of recording documents second to none.

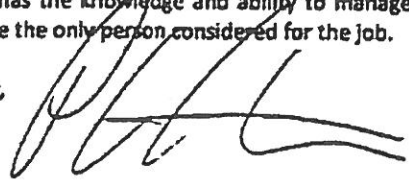
With document fraud on the rise our job as a title company has become more complicated than ever before. Title Companies have become targets of these fraudsters and the challenge to stay one step ahead has become paramount to our industries viability. These criminals have become so sophisticated at forging documents and preliminary title reports using the latest technology, that only the most experienced title people are able to catch the forgeries. Ultimately the Title Insurance Companies step in and protect the consumer when fraud has been perpetrated, but not before the consumer feels violated by the crime. And many times the process of finding and fixing the fraud is a long and time consuming process for both consumer and Title Company.

The title industry and the county recorders must work together in the future to develop a singularly focused approach to stop these types of fraud before they happen. By using the criminal's best asset "technology" we can beat them at their own game. By pushing the "national notary association" to look at adopting new electronic standards for notarizing documents we can significantly reduce forged documents.

Orange County California has long been the leader in adopting and pushing new technology in the area of the recorder's office for many years. Hieu Nguyen has the vision, experience and understanding of the recorder's office to adopt and push this type of approach to improving the process of recording documents and stopping fraud.

I respectfully ask you appoint Hieu Nguyen to the office of county recorder. Orange County and its property owners cannot afford to have another politician with no experience running the recorder's office. I believe Hieu Nguyen has the knowledge and ability to manage the Orange County Recorder's Office better than anyone and should be the only person considered for the job.

Sincerely,



Peter Derbonne
President
Title365 Company

CC: John W Moorlach
Janet Nguyen
Todd Spitzer
Patricia C. Bates

title365.com

Exhibit 6
4/2/13 Clerk Recorder

MAYOR
Miguel A. Pulido
MAYOR PRO TEM
Sal Tinajero
COUNCIL MEMBERS
Angelica Amezcua
P. David Benavides
Michele Martinez
Roman Reyna
Vincent F. Sarmiento



CITY OF SANTA ANA

CITY MANAGER
Paul M. Walters
CITY ATTORNEY
Sonia R. Carvalho
CLERK OF THE COUNCIL
Maria D. Huizar

January 10, 2013

To Whom It May Concern:

I am a teacher for Fullerton Union High School and the Mayor Pro Tem for the City of Santa Ana. I am a dedicated educator who was named *National Hispanic Teacher of the Year* for my achievements as a history, speech and debate teacher at FUHS and was invited to the White House by former First Lady Laura Bush. I have served as a Governing Board Member of the Santa Ana Unified School District. I also serve on the Board of Directors for the Orange County Sanitation District.

I came to know Mr. Hieu Nguyen while participating in various community events and have continued to stay in touch with him for over 20 years. Mr. Nguyen is applying for the Clerk Recorder position with the County of Orange. He has been an employee for the past 18 years and has spent over 12 years as the Chief Deputy Recorder managing a department with 55 employees. This department manages all recordings, imaging and data entry for the real estate division of Orange County. For the past six years, he has served as the Assistant Clerk of the Board assisting the Board of Supervisors.

I believe during difficult financial times it is imperative that we hire the most qualified individuals to fill those positions. Mr. Nguyen has earned respect for the work he has done to serve Orange County. I believe he would be a huge asset as the new Clerk Recorder for the County of Orange.

It has been a pleasure knowing Mr. Hieu Nguyen all of these years. Without any hesitation whatsoever, I fully recommend him for employment with your agency. He is definitely a great hire because he is highly motivated, a great communicator and a team player.

Sincerely,



Sal Tinajero
Councilman

December 21, 2012

John M. W. Moorlach, Chairman
Orange County Board of Supervisors
Hall of Administration

Subject: Appointment of County Clerk-Recorder

Dear Supervisor Moorlach,

I am writing to you and the other County Supervisors who will be considering candidates to fill the remaining term of the County Clerk-Recorder's Office. I want to recommend Hieu Nguyen be selected for this position.

Hieu has 18 years of experience as a County employee and served as Chief Deputy County Recorder. As a former Vice President at Stewart Title Company I worked directly with Hieu on the implementation of the "Electronic Recording System" and operational improvements to meet the demand of real estate transactions in Orange County from 1997 through 2006. His knowledge of the recording regulations and systems was very helpful. He provided operational and systems training for Orange County real estate industries and their staff throughout this record volume period. This level of experience and commitment to communications with the industries served by the Clerk-Recorder is needed.

Hieu is committed to public service and has the work ethics, leadership skills, department operational knowledge and management experience needed in this position. Your support of Hieu Nguyen for Clerk-Recorder position will be greatly appreciated.

Sincerely,


Jack Enda

Copy
Janet Nguyen, Supervisor 1st District
Todd Spitzer (Supervisor-elect 3rd District)
Shawn Nelson, Supervisor 4th District
Patricia C. Bates, Supervisor 5th District

Sharon Gibson Casler

January 8, 2013

John M. W. Moorlach, Chairman
Orange County Board of Supervisors
Hall of Administration

Subject: Recruitment for County Clerk-Recorder

Dear Supervisor Moorlach,

I am writing to you and the other County Supervisors who will be considering candidates to fill the remaining term of the County Clerk-Recorder's Office. I want to recommend Hieu Nguyen be selected for this position. Hieu has 18 years of experience as a County employee and served as Deputy County Recorder.

I am a recently retired 33-year County employee who held the position of Assistant Clerk-Recorder under Mr. Granville in 2000/2001 and had the honor of working with Chief Deputy Recorder Hieu Nguyen. During that timeframe we worked with staff and consultants to create and implement the cashiering and internet based / VPN electronic document recording systems still in use today. Hieu's overall knowledge of the Clerk-Recorder Office function, his specific expertise in document recording and his strong people skills managing 60 staff was and is still outstanding.

In 2010 Hieu ran for the Clerk-Recorder's position and received strong support from the public and local public officials. I believe Hieu brings the experience and management skills needed to effectively direct the Department.

The public needs a qualified manager in this position. Hieu has the experience, commitment to public service, work ethic and knowledge to serve the public well as County Clerk-Recorder. Your support of his appointment will be greatly appreciated.

Sincerely,


Sharon Gibson Casler

Copy

Janet Nguyen, Supervisor 1st District
Todd Spitzer, Supervisor 3rd District
Shawn Nelson, Supervisor 4th District
Patricia C. Bates, Supervisor 5th District

Shawn Nelson, Chairman
Hall of Administration
Orange County Board of Supervisors

January 09, 2013

Dear Mr. Nelson,

I am writing this letter as a recommendation for Hieu Nguyen for the position of the Orange County Clerk. I have been an executive in the title industry since 1986. Hieu has always maintained a reputation for his knowledge, experience and reliability in the Records Office. From 1999 through 2005 I was Orange County Manager at Orange Coast Title. We were the first to go live with electronic recordings. Hieu was our contact to oversee the project. It was an immediate success and is now common place in our county. His ability to get things done has been well demonstrated.

If I can answer questions in reference to this correspondence, Please contact me. Thank you for your consideration in this regard.

Sincerely,

Dale Rincon
Senior Vice President

Cc: John M. W. Moorlach,
Janet Nguyen,
Todd Spitzer,
Patricia C. Bates

title365.com

January 7, 2013

John M. W. Moorlach, Chairman
Orange County Board of Supervisors
Hall of Administration

Subject: Recruitment for County Clerk-Recorder

Dear Supervisor Moorlach,

I am writing to you and the other County Supervisors who will be considering candidates to fill the remaining term of the County Clerk-Recorder's Office. I would like to *recommend Hieu Nguyen be selected for this position. Hieu has extensive experience as a County employee and served as Deputy County Recorder. In 2010 he ran for the Clerk-Recorder's position and received strong support from the public and local public officials. I believe Hieu brings the experience and management skills needed to effectively direct the Department.*

I am a retired Administrative Manager II for the County of Orange Public Works Department Architect Engineering Division. I worked with Hieu on several projects. He always brought many talents and cost saving ideas to the table. His organizational skills and can do attitude are an asset to the County.

The public needs a qualified manager in this position. Hieu has the experience, commitment to public service, work ethic and knowledge to serve the public well as County Clerk-Recorder. Your support of his appointment will be greatly appreciated.

Sincerely,



Bob Zuhlke

Copy

Janet Nguyen, Supervisor 1st District
Todd Spitzer (Supervisor-elect 3rd District)
Shawn Nelson, Supervisor 4th District
Patricia C. Bates, Supervisor 5th District

Thursday, January 10, 2013

Shawn Nelson, Chairman
Hall of Administration

RE: Letter of Recommendation

Dear Mr. Nelson,

I have known Hieu Nguyen since 1994 when he first worked for Gary Granville. When Gary Granville won the Election for the Clerk-Recorder he brought Hieu aboard. I was a Document Examiner Supervisor and I was asked by Mr. Granville to train Hieu. He was smart, motivated, quick learner and I had the privilege to train him. In May 1997 Mr. Granville promoted Hieu to Senior Recordable Supervisor. Hieu did an excellent job. He showed great leadership and teamwork skills and all the staff responded well to his leadership.

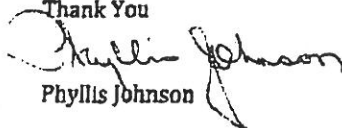
In 1999 Mr. Granville promoted Hieu to Chief Deputy Recorder. Mr. Granville had so much confidence in Hieu he also had him supervise Imaging and Data Entry units. Hieu was now managing over 50 staff, 4 supervisor and 2 staff assistant. Hieu remained Chief Deputy Recorder managing the daily operation until July 2006 when he was offered a promotional opportunity with Clerk of the Board as an Assistant Clerk of the Board. It was sad for me and staff to see Hieu leave because he was an excellent manager and he always would show his appreciate and recognized staff for their hard work.

Between 1997-2006, Hieu was in charge and made all the decisions in the planning and implementation of:

1. Electronic Recording
2. Cashiering System (Currently still in use)
3. Grantor / Grantee (Currently still in use)
4. The Scanning Module
5. Recordable document examiner handbook
6. The list for the 10 most common reasons a document gets rejected
7. Provide electronic confirmation once the maps are recorded

Hieu Nguyen has the experience and he is qualified to do this job. The office needs someone who will be at work every day. I know Hieu will be fair to all the staff. I have a lot of faith and confidence that Hieu is the right choice for this job. I ask the Board of Supervisors to please make the right choice and appoint Hieu Nguyen as the next Clerk-Recorder and not a politician who has no experience and who is just looking for a job.

Thank You


Phyllis Johnson