

COUNTY CLERK-RECORDER

County of Santa Clara

\$189,071 - \$242,505 Annually DOE The salary range is dependent upon qualifications.

The County of Santa Clara is seeking an experienced and visionary leader to serve as its next County Clerk-Recorder—an executive-level role responsible for overseeing a vital public-facing department. This position ensures the secure recording, preservation, and accessibility of official documents

and vital records while driving innovation and modernization across operations. The ideal candidate will bring a strong background in public records management, a deep understanding of relevant legislation, and a proven ability to lead diverse teams with integrity and inclusivity. With responsibilities that include spearheading technology initiatives, collaborating with County departments, and advocating for legislative improvements, this role offers a unique opportunity to make a lasting impact on the community by enhancing transparency, equity, and service delivery.

Required Background and Experience: The qualified candidate would typically possess education and experience equivalent to a Bachelor's Degree in either Law, Business, Public Administration, Information Management, Records Management or closely related field and a minimum of five to eight years progressively responsible experience in the management of a County Clerk and/or Recorder's Office and/or document archiving procedures and retention. A Master's degree is highly desirable. In addition to the generous leadership benefits package, the incumbent will have a unique opportunity to lead with purpose and shape the future of public records in Santa Clara County. Final Filing Date: Friday, June 20, 2025

To Apply: For a complete job description, employment benefits, and to apply, go to <https://bit.ly/ClerkRecorder> If you have any questions regarding this position, contact Adrian Cudal, Executive Services, at Adrian.Cudal@esa.sccgov.org. EOE Stay on top of the County of Santa Clara's leadership career opportunities by subscribing to our Executive Leadership Career Newsletter!