



process, training and supervising of employees. Other duties include the responsibility for building the department budget for three years, negotiating and setting up contracts with vendors, and developing procedures. Prior to becoming an Administrative Services Officer, Ms. Camacho held various positions within the department including the positions of a Senior Property Transfer Clerk and an Appraiser.

Ms. Camacho attended San Jose State University in which she studied Business Administration and is currently pursuing a degree in Organizational Leadership at Brandman University.

Ms. Camacho's knowledge, skills, and abilities warrant an appointment at an advanced step.

OTHER AGENCY INVOLVEMENT:

The County Administrative Office and Human Resources have reviewed and approve this report as to form.

FINANCING:

There is no negative impact to the County General Fund as a result of this request as funding for this position was included in the Assessor's FY 2014-15 Adopted Budget (1180-ACR001-8003).

Prepared by: Corina Morgan, Finance Manager, x5821

Approved by: Stephen L. Vagnini, Assessor-County Clerk/Recorder, x5803