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County of Santa Clara Appoints County Clerk-Recorder

SAN JOSE, CALIF. – The County of Santa Clara has appointed Gina Alcomendras as the County Clerk-Recorder. She has served as the Acting Clerk-Recorder for the past five months, and the Assistant Clerk-Recorder since 2000.

As the Clerk-Recorder, Alcomendras oversees the 84-member office and its eight divisions as well as the new County archives.

“Gina brings a wealth of knowledge and experience to the position of County Clerk-Recorder,” said John Guthrie, Director of the Finance Agency. “She has been instrumental on several initiatives including the conversion of real estate records from the 1800s to the 1980s to digital media and the expansion of services such as the passport acceptance agency where customers can also get their passport photos on site.”

As the Assistant Clerk-Recorder, Alcomendras managed day-to-day operations of the office, and implemented special projects including archival book restoration, creation of the County Archives, and microfilm and microfiche conversion projects. Alcomendras is currently overseeing these multi-year projects that will ultimately benefit the public. Preserving the historical books involves restoring and repairing damaged books then converting them into electronic formats that make it easier for customers to access and review records.

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The Clerk-Recorder’s Office records or files authorized documents and maps, collects transfer tax and other fees, and registers all births, deaths, and public marriages occurring within Santa Clara County. As County Clerk, the office issues marriage licenses, performs marriage ceremonies, and registers confidential marriages. The office also performs services related to filing of Fictitious Business Name statements, filing of Notary Bonds, registration of professional agents and similar services.

“I am honored to serve the citizens of Santa Clara County as their Clerk-Recorder,” Alcomendras said. “I understand the essential role this office serves in maintaining the valuable official and vital records for Santa Clara County, and I am dedicated to implementing projects that enhance all of our current services to raise the bar even higher in customer service.”

Before coming to the County of Santa Clara, Alcomendras worked for Alameda County for 12 years, serving as the Administrative Manager for the Alameda County Clerk-Recorder’s Office, managing the Recording Division, Accounting Division and Administrative Support Division.

Alcomendras is a member of the County Recorders’ Association of California and the California Association of Clerks and Election Officials. She is an active participant in several committees in these organizations, including Legislation, Standard Practices and Education.

Alcomendras holds a combined bachelor’s degree in Management and Industrial Engineering. She is currently pursuing a master’s degree in Business Administration at Holy Names University.

Her appointment as County Clerk-Recorder was effective in November 2006. Her salary is $118,497.

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Oath of Office photo available on request.