

**OFFICE OF THE COUNTY  
CLERK AND RECORDER:**

Clerk, Board of Supervisors  
County Clerk  
Elections  
Recorder



**CLERK, BOARD OF  
SUPERVISORS DIVISION**

**Peggy A. Higgins**

Assistant Clerk

Hall of Administration, 4th Floor  
800 South Victoria Avenue

Ventura, CA 93009-1920

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[www.ventura.org/recorder/venclrk.htm](http://www.ventura.org/recorder/venclrk.htm)

**RICHARD D. DEAN  
COUNTY CLERK AND RECORDER**

September 18, 2001

Jane Tolmach

Oxnard, CA 93030

Dear Mrs. Tolmach:

A handwritten signature in cursive script, appearing to read "Jane", is written over the name "Jane Tolmach" in the address line.

Congratulations on your re-appointment by the Board of Supervisors to the Assessment Appeals Board No. 1. Enclosed is an ornamental certificate of appointment.

Before serving you must execute an oath of office. You may do so by appearing before a notary public or any officer authorized to administer oaths, or you may come to this office and take the oath before any deputy county clerk. Upon execution, return one copy of the oath to this office and give the other copy to your secretary.

You will be required to complete a Statement of Economic Interests (Form 700) on a periodic basis (within 30 days of assuming office, annually, and when you leave office.) Please consult your staff to determine which disclosure categories are required under the Conflict of Interest Code pertaining to your position. Form 700 and the instructions are enclosed.

At the request of the Board of Supervisors we are providing County Counsel's statement concerning prohibitions, conflicts of interest, and financial disclosure applicable to public officers.

I appreciate your willingness to serve the public. If we can be of assistance please call us at (805) 654-2251.

Sincerely,

A handwritten signature in cursive script, appearing to read "Dick", is written over the name "Richard D. Dean" in the signature line.

**RICHARD D. DEAN**  
County Clerk and Recorder

RDD:ph

Enclosures