



HUGH NGUYEN

ORANGE COUNTY CLERK-RECORDER

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**Newsletter
December 2016
In This Issue**

WELCOME

Thank you for your interest in the Orange County Clerk-Recorder Department's newsletter. We will be bringing you periodic updates on the latest news, information and events affecting the department. I am honored and privileged to serve as your county clerk-recorder. Please contact my office at (714) 834-2500 or visit www.ocrecorder.com for more information about the department or the services provided to the public.

Sincerely,
Hugh Nguyen
County Clerk-Recorder

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SATURDAY HOURS PLANNED FOR JANUARY 21

The Clerk-Recorder Department will once again open its doors to the public on January 21, 2017 for its once-a-month Saturday hours. The department's branch offices in Fullerton, Laguna Hills and the Old County Courthouse in Santa Ana will be open from 10 am to 3 pm. Customers will be able to obtain marriage licenses, have marriage ceremonies performed, submit passport applications, purchase passport photos and obtain vital and official records.

The Orange County Archives will also be open from 10 am to 3 pm. The Archives are located in the basement of the Old County Courthouse in Santa Ana. For more information please visit www.ocrecorder.com

WWW.OCRECORDER.COM
WWW.OCARCHIVES.COM

CLERK-RECORDER TO OFFER EXTENDED HOURS FOR MARRIAGE SERVICES THIS VALENTINE'S DAY



For those looking to tie the knot on Valentine's Day, look no further. To accommodate couples, Orange County Clerk-Recorder Hugh Nguyen will be offering extended hours at his offices in Fullerton, Laguna Hills and at the Old County Courthouse in Santa Ana this Valentine's Day. The department will close at 5:30 pm instead of its normal closing hours to issue marriage licenses and perform marriage ceremonies.

Valentine's Day continues to be one of the busiest days of the year for the department and this year will be no exception. Appointments will go fast. Couples are encouraged to make an appointment for a civil marriage ceremony due to the popularity of this day. Couples can make an appointment by visiting our website at www.ocrecorder.com and using the online appointment system. Walk-in couples are welcome and will be accommodated based on availability of ceremony rooms.

To read more, click [here](#).

COMMUNITY OUTREACH



Santa with children who attended this year's Giving Back to the Community event.

CLERK-RECORDER HOSTS ANOTHER SUCCESSFUL GIVING BACK TO THE COMMUNITY EVENT

On the 21st of December, Clerk-Recorder Hugh Nguyen hosted his annual "Giving Back to the Community" event at his department's main office in Santa Ana. The department hosted children from Roosevelt Elementary School in Santa Ana for some Christmas cheer and gifts.

Santa Claus visited the children, gave them their gifts and took pictures with them too. The gifts were donated by Clerk-Recorder Department staff. Participating staff members sponsored a child. Each sponsor was given the name of the child, age and gender so that appropriate gifts were selected for the children. The children were also treated to light drinks and treats during their visit.

The participating children were part of the Gifts for Kids Program run by Santa Ana Police Officer Kenney Aguilar, Director of the Santa Ana Police Athletic & Activity League (SAPAAL). The SAPAAL is a crime prevention program that employs educational, athletic, and recreational activities to create trust and understanding between youths and law enforcement. SAPAAL focuses its efforts on at risk students. The SAPAAL uses police officers as coaches, tutors and mentors. Police officers coaching, tutoring and mentoring demonstrate to youths that officers are truly interested in their development and well-being. Giving Back to the Community is an event that Clerk-Recorder Hugh Nguyen hopes to continue hosting on an annual basis.

We would like to thank everyone involved for making this a great event for both the department and the children. To see more photos of the event, click [here](#).

A MESSAGE FROM CLERK-RECORDER HUGH NGUYEN



Clerk-Recorder Hugh Nguyen

Hello, my name is Hugh Nguyen. I am honored to serve as your Orange County Clerk-Recorder. As you may know, we offer many services that benefit Orange County residents and families at all four of our convenient locations, including: issuing birth, death and marriage certificates, passport services, registering notaries public and real property recordings.

We were the first county in the nation to record 7 million real property records electronically. We have been offering special Saturday hours for the past three years, for which we received a 2014 Merit Award from the California Association of Counties as well as a 2015 Achievement Award from the National Association of Counties.

I attribute this success to my hard-working staff and I am proud to have the best county employees. I enjoy watching them provide great customer service. They help keep the department's operations running smoothly. Every month I will be introducing some of my staff here and on our Facebook page, so that you may get to know my superstar employees. We are all here to serve you and we are proud to serve our County.



HERE TO SERVE - VANESSA

I would like to introduce you to Vanessa. Vanessa is the SE-CURE coordinator for my department. She began working at the Clerk-Recorder in 2000 as an office specialist, where she issued vital records, marriage licenses, fictitious business name statements, performed marriage ceremonies and helped customers with official

records. She later worked her way to becoming a lead and eventually was promoted to office supervisor.

After working as a supervisor in Clerk Operations, she was transferred to our SECURE Unit, the department's multi-county electronic delivery system for real property recordings. She coordinates the administrative support duties for this multi-county program. Her daily tasks include; customer service, adding SECURE submitters and users to the program, assisting our SECURE partner counties, special projects and other duties as assigned.

Vanessa is organized, motivated and a hard-worker.

I'm grateful to have her on my team

HERE TO SERVE - RICHARD

I would like to introduce you to Richard. Richard is a supervisor in Clerk Operations, where he supervises the Official Records Unit in our Santa Ana office. He began working at the Clerk-Recorder in 2007 as a temporary employee and was

later hired on as extra-help. He was later promoted to office assistant in 2008, then promoted to a supervisor B position and was assigned to our Document Examining Unit, where he worked for five years.

In 2013, he was assigned to supervise in Clerk Operations. Some of Richard's daily tasks include; training employees, coordinating staff coverage as well as handling questions, comments and concerns from our customers.

Richard is a great employee. He listens to his clerks and makes sure that the needs of the department are met and that the office runs smoothly.

I am grateful to have Richard on my team.



EMPLOYEE OF THE MONTH



Every month, Clerk-Recorder Hugh Nguyen recognizes an employee who goes above and beyond their normal duties and who offers excellent service to our customers.

This month, Clerk-Recorder Nguyen is pleased to announce Cristina, from our Admin Support Unit, as the employee of the month for December 2016.

Cristina has become an essential part of the Clerk-Recorder Department. She has demonstrated an exceptional ability to multi-task while at the same time delivering exceptional service to our customers. In addition to managing her daily duties, she serves as a back-up to the executive secretary. Cristina is always willing to assist when needed. Most recently, she has taken on several new tasks to assist our Document Examining and Administrative Support Units. Some of the duties include the scheduling of volunteers for our bridal expos and assisting with the department's outreach efforts. She also assists the Admin Support Unit with proof reading the department's newsletters, memos and several other types of documents as needed. She also assists the department head as needed.

Her flexibility and willingness to assist the department in any way possible is demonstrated daily and is greatly appreciated by all those that she helps.

EMPLOYEE OF THE YEAR



During the Clerk-Recorder Department's Staff Appreciation Luncheon, which held on the 22nd of December, Clerk-Recorder Hugh Nguyen was pleased to announce Hazel Bennett as the department's 2016 Employee of the Year.

Hazel works at the department's main office in Santa Ana where she issues birth, death and marriage certificates, official records, takes oaths of office, files notary journals, processes fictitious business names, completes mailed request from customers and assists customers with any questions they may have. Customers always submit comments about Hazel's friendly and courteous service and her positive attitude.

Hazel was nominated for the award by her fellow co-workers and supervisors. She has earned the respect of all her co-workers and her always friendly attitude is appreciated by all as well as contagious.

Please join us in congratulating Hazel on her achievement. We appreciate all her hard work and dedication to the department and the County of Orange.

SERVICE AWARDS

Congratulations to Teresa Moran, Chantha Muth and Dulce Cuevas on reaching service milestones in their careers.

This past December, Teresa reached her 10th year of service with the County of Orange. Chantha and Dulce reached their 5th year of service with the County of Orange.

The department would like to thank all of them for their service and dedication to the residents and the County of Orange.



SHARED MOMENTS

This section is dedicated for our staff members to share special moments during December.



Daniela Rivera enjoyed lunch with her daughter at the top of the Seattle Space Needle



Vanessa Garcia in front of the State Capitol in Sacramento



Daniela Rivera visited Pike's Market in Seattle, Washington with her family

DECEMBER IN O.C. HISTORY



On December 21, 1971, voters approved the incorporation of the City of Irvine by a 2-to-1 margin.

- December 05, 1901** Disneyland founder and film producer Walt Disney was born in Chicago.
- December 08, 1926** The first San Clemente Post Office was established.
- December 10, 1931** The Santiago Dam was completed at a cost of \$600,000.
- December 12, 1952** Famed Olympic gymnast and actress Cathy Rigby was born in Los Alamitos.
- December 16, 1912** The Tomato Springs shootout took place in what is now part of Irvine.
- December 28, 1836** Spain recognized the independence of Mexico (of which California was still a part).

This section brought to you courtesy of the Orange County Archives, a function under the Office of Clerk-Recorder Hugh Nguyen.

Historical facts provided by Assistant Archivist Chris Jepsen.

Photo credit: www.cityofirvine.org

www.ocarchives.com

OUT AND ABOUT

This section will feature photos taken by department employees while they were out and about to help close our newsletter on a good visual note.



Daniela Rivera, from our Marriage and Passport Services Unit, took this shot from the top of the Space Needle in Seattle, Washington.

Visit our webpage at: www.ocrecorder.com

Follow us on social media

@ocrecorder

For more about the Orange County Archives visit:

www.ocarchives.com

