

# City of Seattle



**City Clerk**

**Office of the City Clerk**

**Confirmation Packet  
(June 27, 2023)**

**Scheereen Dedman**



SEATTLE CITY COUNCIL | DISTRICT 5  
**COUNCIL PRESIDENT DEBORA JUAREZ**

**MEMORANDUM**

DATE: June 13, 2023  
TO: Councilmembers  
FROM: Council President Debora Juarez  
SUBJECT: Appointment of Scheereen Dedman as City Clerk

D.J.

I am pleased to transmit the following confirmation packet for the appointment of Scheereen Dedman as Seattle City Clerk.

The materials in this packet are divided into two sections:

**A. Scheereen Dedman**

This section contains Ms. Dedman's Notice of Appointment, Oath of Office, and resume.

**B. Background Check**

This section contains the report from the Legislative Department HR team on Ms. Dedman's background check.

The selection and appointment of the City Clerk is the responsibility of the City Council, according to the Seattle Charter Article VIII, Section 3. An official search process for the City Clerk was conducted over the past several months. The position was advertised in several local municipal clerk associations, the International Institute of Municipal Clerks, the International City/County Management Association, the Washington Association of Cities, and within the City of Seattle's job board. The recruitment yielded 42 applicants. After a competitive recruitment process, which included two rounds of interviews with participation and input from department staff and leaders, Ms. Dedman was identified as the final candidate.

Ms. Dedman brings her experience and knowledge from Mono County, California, where she served as the County Clerk-Registrar-Recorder of Voters-Clerk of the Board since 2021, starting in the department as a Senior Deputy Clerk in June 2017. She brings a strong commitment to public service demonstrated through more than eight years of experience working for public organizations and is committed to leading with a human-centered approach and to upholding the mission of the Office of the City Clerk in fostering civic education, participation, and openness in Seattle city government.

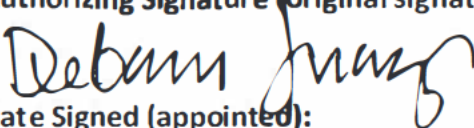
If you have any questions about the attached materials or need additional information, please contact me or BrynDel Swift, Chief of Staff (District 5), at [BrynDel.Swift@seattle.gov](mailto:BrynDel.Swift@seattle.gov). Thank you for your consideration.

**SECTION**

**A**



# City of Seattle Department Head Notice of Appointment

<b>Appointee Name:</b> <i>Scheereen Dedman</i>		
<b>City Department Name:</b> <i>Office of the City Clerk</i>		<b>Position Title:</b> <i>City Clerk</i>
<input checked="" type="checkbox"/> Appointment <i>OR</i> <input type="checkbox"/> Reappointment	<b>City Council Confirmation required?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Appointing Authority:</b> <input type="checkbox"/> City Council <input type="checkbox"/> Mayor <input checked="" type="checkbox"/> Other: <i>Debora Juarez, President, Seattle City Council</i>	<b>Term of Position: *</b> <i>Starting June 27, 2023</i>  <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>	
<b>Residential Neighborhood:</b> <i>Tacoma</i>	<b>Zip Code:</b> <b>98466</b>	<b>Contact Phone No.:</b> [REDACTED]
<b>Background:</b> Ms. Dedman brings her experience and knowledge from Mono County, California, where she served as the County Clerk-Registrar-Recorder of Voters-Clerk of the Board since 2021, starting in the department as a Senior Deputy Clerk in June 2017. She brings a strong commitment to public service demonstrated through more than eight years of experience working for public organizations and is committed to leading with a human-centered approach and to upholding the mission of the Office of the City Clerk in fostering civic education, participation, and openness in Seattle city government.		
<b>Authorizing Signature (original signature):</b>  <b>Date Signed (appointed):</b> <i>6.15.2023</i>	<b>Appointing Signatory:</b> <i>Debora Juarez</i> <i>President, Seattle City Council</i>	

\*Term begin and end date is fixed and tied to the position and not the appointment date.



CITY OF SEATTLE ▪ STATE OF WASHINGTON

OATH OF OFFICE

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State of Washington

County of King

I, Scheereen Dedman, swear or affirm that I possess all of the qualifications prescribed in the Seattle City Charter and the Seattle Municipal Code for the position of City Clerk of the City of Seattle; that I will support the Constitution of the United States, the Constitution of the State of Washington, and the Charter and Ordinances of The City of Seattle; and that I will faithfully conduct myself as the City Clerk of the City of Seattle.

\_\_\_\_\_  
Scheereen Dedman

Subscribed and sworn to before me

this 27th day of June, 2023.

[Seal]

\_\_\_\_\_  
Anne Frantilla, Interim City Clerk

## SCHEEREEN DEDMAN

Enthusiastic Acting County Clerk-Recorder-Registrar with excellent customer service skills and sound political acumen. Strong commitment to public service demonstrated through 10+ years working for public and government organizations. Seeking to use solid communication and analysis skills to provide a superior professional experience to the public and other departments.

### EDUCATION

California State University, Northridge  
**Bachelor of Arts in Journalism**  
Area of Concentration: Public Relations

2006

Pierce College

#### **In Progress**

Attend Various Courses for Professional Development including Accounting, Computer Science, Spanish, and Business Principles

Current

### PROFESSIONAL EXPERIENCE

Mono County

#### **Clerk-Recorder-Registrar**

**Assistant Clerk-Recorder-Registrar**

**Senior Deputy Clerk / Elections Assistant**

2021- Present

2020 – 2021

2017-2020

Charged with the direction and management of the Clerk-Recorder-Registrar-Clerk of the Board of Supervisors' Office, which also includes the duties of Clerk of the Assessment Appeals Board, Clerk of the Personnel Board, and county contracts custodian.

Ensure compliance with State and Local Code regarding the recording and indexing of legal documents, and the storage and distribution of birth, death, and marriage records.

Complete the planning and execution of County-wide elections, which requires knowledge of State and Federal election laws, and coordination with the Town Clerk for the county's one incorporated town, Mammoth Lakes, as well as with the secretaries for all special and school districts in the county, and with the registrar of Inyo County for four shared districts. Inspect poll locations for accessibility requirements, ensuring receipt of HAVA grant funds. Recruit, and prepare and conduct training classes for temporary and poll workers. Apply for grants. Coordinate the preparation, distribution, and delivery of voting equipment and materials. Process voter affidavits in accordance to NVRA, data requests, reports to the Secretary of State, and petitions. Assist with the preparation of Voter Information Guides and the official ballots. Complete ballot sorting, scanning, and adjudication. Provide information to districts and Town for candidate filing; accept candidate filings at local elections office. Assist registrar with billing for the election. Process payments to poll workers. Complete EAVS Survey. Responsible for postage reimbursement requests to the Secretary of State.

Plan, organize, and direct the administrative support required by the Board of Supervisors and Assessment Appeals Board (AAB). Prepare and publish the agendas and minutes for the AAB. Assist the Senior Deputy Clerk with clerk duties for the Board of Supervisors. Work closely with County Administrative Officer (CAO), County Counsel, and Finance Director, as well as county managers to compile agendas and create items to present to the Board. Requires thorough knowledge of municipal and county government administration, the Brown Act (transparency in government), the Public Records Act, the Political Reform Act, and other legal and administrative procedures. Clerk meetings in accordance of Board Rules of Procedure, Parliamentary procedure, and Robert's Rules of Order. Provide assistance to individual Board members and the CAO. Take and transcribe all minutes of Regular and Special meetings.

Manage the Fair Political Practice Commission Statement of Interests Form 700 filers from county departments and special districts. Maintain roster of boards in compliance with the Maddy Act.

Responsible for the management of department staff. Create strategic plans, assemble staff resources, and delegate tasks to staff. Perform annual evaluations, train staff, and address employee concerns.

Interpret legislation and company policies, which are communicated to staff, county employees, and the public. Create and execute presentations to the Board of Supervisors. Responsible for departmental planning and operational goals, in alignment with the county Strategic Plan.

Oversee the operation of the records management program, document imaging system, and records preservation and destruction. Acquired new recording / cashiering software.

Prepared and presented Budget Proposal to the County Finance Director and CAO. Assure that responsibilities are completed within budget; perform cost control analysis; monitor revenue and expenditures to assure sound fiscal control; research new forms of revenue. Completed "year end," ensuring that department costs were in line with the approved budget.

United States Forest Service  
**Visitor Services Assistant**

**2015-2017**

Developed interpretive programs and displays. Inventoried and prepared reports on the annual volumes of use, trends in public information needs, and public response to existing information output. Met visitors and replied to inquiries requesting general information about Forest Service activities, programs, and policies. Responsible as the forest / district collection officer for the sale of forest maps, passes and product permits.

Esurance  
**Rapid Response Representative**

**2014-2015**

Worked as an adjuster in a team environment, securing first notice of loss details for all inbound phone reports, determining liability and exposures for handling. Became proficient in the position within two months, being called upon to train new employees by that time; Tasked with providing feedback to management for process improvement. Showed empathy for people who had just experienced a traumatic experience. Developed and improved the following skills: investigation, negotiation, understanding contract law, communicating with diverse people, planning and organizing, and analytical problem solving.

California Department of Parks and Recreation  
**Park Aide**

**2012-2014**

Served as key liaison between management and the local community and government for two sites: Los Encinos and Santa Susana Pass State Historical Parks, performing outreach and participating in joint projects with partnering organizations. Was responsible for creating new events for public participation, including overseeing budget, developing content, executing event marketing, and ensuring completion of the event. Coordinated, trained, and supervised volunteers.

Southern California Edison (SCE)  
**Customer Solutions Representative II**

**2008-2012**

Supervised employees responsible for entering, maintaining, and analyzing electric usage information of customers. Worked directly with internal and external customers to resolve issues using exceptional interpersonal and negotiation skills, including billing inquiries, service applications, rates, programs, and credit issues. Worked in a fast-paced, high call volume environment, interacting with a diverse customer base that include many backgrounds and personalities. Maintained a commitment to workplace safety.

Infolink Screening Services  
**Verifications Team Lead**

**2005-2008**

Led the 20-member Software Implementation Team, responsible for overseeing projects to implement new software for company use, planning, organizing, and managing multiple projects and assignments concurrently, with minimal supervision, and under severe time constraints while producing high quality work. Trained new employees, including developing the training materials. Prepared technical meeting notes and maintained action item logs. Developed and maintained new client relationships, as well as participated actively in client meetings to understand and meet their expectations.

PROFESSIONAL DEVELOPMENTS

California Professional Elections Administration of Clerks and Elections Officials

**Attendee**

**July 2018 – Present**

A credential program created by CACEO (see below) to become a Registered Election Official. Completed six of the 10 courses, including Voter Registration and Alternative Voting; Integrity of Elections; Voting Equipment Acquisition, Operation, and Maintenance; Ballot Access, Design, and Preparation; Poll Workers – Recruiting, Maintaining, Training, and Managing; and Federal and Constitutional Law.

MEMBERSHIPS

California Clerk of the Board of Supervisors Association (CCBSA)

California Association of Clerks and Elections Officials (CACEO)

County Recorders' Association of California (CRAC)

REFERENCES

Leslie Chapman, Inyo County Assistant CAO [REDACTED]

Fred Stump, Mono County Supervisor (*Retired*) [REDACTED]

Ashley Strain, Mono County Deputy Recorder [REDACTED]

Helen Nunn, San Luis Obispo County Assistant Clerk-Recorder-Registrar [REDACTED]

Christina Wilson, Southern California Edison, Accounting Analyst [REDACTED]

Jehan Jackson, Infolink Screening Services, Manager [REDACTED]



## **SECTION**

**B**



SEATTLE CITY COUNCIL  
**LEGISLATIVE DEPARTMENT**

*Human Resources and Finance Division*

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DATE: June 9, 2023  
TO: Council President Debora Juarez  
FROM: Karen Jackson, HR-Finance Director, Legislative Department  
SUBJECT: Background Check for Scheereen Dedman

The Legislative Department's HR team has received a copy of **Scheereen Dedman's** background check run by Global Screening Solutions. There were no findings that would impact Ms. Dedman's employment eligibility.

cc: Personnel File