

201400649 - City Clerk

Contact Information -- Person ID: 13928592

Name: Kathryn Peto Address: 3679 Island Club Dr Apt 9
North Port, Florida 34288 US
Home Phone: (941) 456-0048 Alternate Phone:
Email: katypeto@msn.com Notification Preference: Email
Former Last Name: Month and Day of Birth: 02/20

Personal Information

Driver's License: Yes, Florida , Class E
Can you, after employment, submit proof of
your legal right to work in the United States? Yes
What is your highest level of education? Bachelor's Degree

Preferences

Minimum Compensation: \$95,679.00 per year
Are you willing to relocate? No
Types of positions you will accept: Regular
Types of work you will accept: Full Time
Types of shifts you will accept: Day

Objective

Education

College

University of South Florida

[Unspecified Start] - [Unspecified End]
Sarasota, Florida

Did you graduate: Yes
College Major/Minor: Criminology
Degree Received: Bachelor's

College

Southwest Florida College

[Unspecified Start] - [Unspecified End]
Port Charlotte, Florida

Did you graduate: Yes
College Major/Minor: Paralegal Studies
Degree Received: Associate's

College

Manatee Community College

[Unspecified Start] - [Unspecified End]
Venice, Florida

Did you graduate: Yes
College Major/Minor:
Degree Received: Associate's

Work Experience

Deputy City Clerk

2/2017 - Present

City of North Port
4970 City Hall Blvd
North Port, Florida 34386
9414297063

Hours worked per week: 40
Monthly Salary: \$6,000.00
of Employees Supervised: 7
Name of Supervisor: City of North Port Commission
May we contact this employer? Yes

Duties

Please see attached

Paralegal

7/2010 - 2/2017

All Injuries Law Firm
2340 Tamiami trail
Port Charlotte, Florida 33952
9417400450

Hours worked per week: 40
Monthly Salary: \$0.00
May we contact this employer? Yes

Duties

Please see attached

Reason for Leaving

Looking for more advancement

Deputy Clerk

10/2008 - 7/2010

Hours worked per week: 40

Monthly Salary: \$0.00

May we contact this employer? Yes

Charlotte County Clerk of Court
Punta Gorda, Florida 33950

Duties

Please see attached

Reason for Leaving

Looking for better opportunity

Probation Officer

10/2007 - 10/2008

Hours worked per week: 40

Monthly Salary: \$0.00

May we contact this employer? Yes

Pride Integrated Services
Venice, Florida 34293

Duties

Please see attached

Reason for Leaving

Looking for better opportunity

Certificates and Licenses

Skills

Office Skills

Typing: 60

Data Entry: 0

Languages

English - Speak, Read, Write

Additional Information

References

Professional

Pekar, Tiffany

Judicial Assistant

Port Charlotte, Florida 33952

9412764742

Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
Resume.docx	Resume.docx	Resume	Job Seeker

Agency-Wide Questions

1. Q: Have you ever worked for the City of North Port?

A: Yes

2. Q: Where did you hear about this opportunity?

A: City of North Port Website

3. Q: Have you ever been convicted or plead "no contest" to a crime? A "yes" answer to these questions will not necessarily bar you from employment. Each case will be judged on its own merit, with respect to time, circumstances, and seriousness as it may relate to the position for which you are applying.

A: No

4. Q: If yes, provide the following details: date, charge(s), and probation status.

A:

5. Q: Do you have any relatives currently working for the City of North Port?

A: No

6. Q: If yes, list name, department and relationship to you.

A:

7. Q: Check the appropriate block if you are claiming veterans' preference. Documentation substantiating your claim must be furnished at the time of application. Note: Under Florida law, veterans' preference in employment is not uniformly applicable to all positions in the police department, therefore, further information may be obtained from the Division of Veterans Affairs, P.O. Box 1437, St. Petersburg, Florida 33731.

A: Not Applicable: Not a veteran

KATHRYN MARIE PETO

3679 Island Club Drive, Apt 9, North Port, FL 34288

email: katypeto@msn.com

cell: (941) 456.0048

Skills and Accomplishments

- * Intelligent, honest, strong work ethic, and demonstrated history of rapid position advancement.
- * Excellent relations with management team, and external and internal customers.
- * Ability to relate effectively with diverse groups of people and to develop a team atmosphere.
- * Professional manner in dealing with conflict, stressful, and confidential personnel matters.
- * Self-starter and can work independently.
- * Notary Public, State of Florida
- * Certified Municipal Clerk, estimated completion 2019.

Education

SOUTHWEST FLORIDA COLLEGE PORT CHARLOTTE, FLORIDA

Associates in Arts – Paralegal. June 2011.

- Pursued a degree in paralegal studies with concentrations in family and criminal law.
- Graduated with membership to Alpha Beta Kappa National Honor Society.

UNIVERSITY OF SOUTH FLORIDA SARASOTA, FLORIDA

Bachelors of Science - Criminology. December 2006.

- Pursued a major in criminology with secondary studies in sociology and psychology. Strong interest in public service including criminal justice, geographic profiling, criminal rights and procedures. Other interests include criminal justice administration and juvenile crime.
- Graduated with membership to Pi Gamma Mu National Honor Society and Deans List from Fall 2004 through Fall 2006.

MANATEE COMMUNITY COLLEGE VENICE, FLORIDA

Associates in Arts. May 2004.

- General education work with preparatory studies in criminal justice, sociology and psychology.
- Dean's List from Spring 2003 through Spring 2004.

Professional Experience

CITY OF NORTH PORT. NORTH PORT, FLORIDA.

Deputy City Clerk. February 2017 – Present. Assist the City Clerk in managing the office and assist with carrying out the activities of the City Clerk department. This position is a Charter Office and was appointment by the City Commission. Other duties include:

- *Preparation of Agendas, Minutes, and special projects such as GovQA Public Records Software implementation.

- *Assists the City Clerk with the Elections process

- *Serve as a recording secretary to prepare and post Agendas, records the minutes at Commission Meetings and maintains those permanent records.

- *Prepares and follows deadlines for legal advertisements for Ordinances, Resolutions, and Meetings.

- *Researches information from a variety of sources to respond to both internal and external requests.

- *Responds, researches, and reviews documents for Public Records Requests for any possible redactions.

- *Preparation and input of the departmental budget.

ALL INJURIES LAW FIRM OF BRIAN O. SUTTER. PORT CHARLOTTE, FLORIDA

Workers Compensation Paralegal. July 2010 – February 2017. Provide legal and administrative support in a with an excellent client/attorney relationship. This position included management of 150 cases which included but was not limited to preparing legal documents, scheduling court dates with opposing counsel on a busy calendar. Other duties included:

- * Performed legal research using Westlaw and other resources.

- * Preparation of and electronic filing of all pleadings including motion and orders, stipulations, mediation agreements, demand letters and trial preparation.

- * Preparation and execution of settlement documents to ensure all future benefits have been adequately protected.

- * Draft legal memorandums and client correspondence.

- * Record and log all time for correct billing

- * Maintain and ensure all deadlines are met including the statute of limitations.

CHARLOTTE COUNTY CLERK OF COURT. PUNTA GORDA, FLORIDA

Deputy Clerk. October 2008 – July 2010. Major job functions include the preparation and processing of all official documents including traffic citations, crash reports, subpoenas, and other court related documents. The position includes customer service assistance related to collection and payments for court costs, restitution, and assigned probation/supervision. Other duties include:

- * Research cases records to attorneys, law enforcement agencies and the general public.
- * Responsible for the accurate collection of citations from various law enforcement agencies and ensuring they are scanned into the computer correctly.
- * Interlocal coordination with various agencies regarding court dates, clarification of cases, and information from crash reports.
- * Disposing of Foreclosure cases and ensuring cases are set for sale for the public auction.
- * Administration of abatement process for civil cases as well as filing pleadings to ensure cases are being kept current.
- * Assist attorneys with notice of sales, notice of publications, filing fees, reopen fees, and doc stamps so certificate of titles can be issued.

Other Work Experience

PRIDE INTEGRATED SERVICES. VENICE, FLORIDA

Probation Officer. October 2007 – October 2008. Case manager and supervisor of 150 probationers. Assist with enforcement of conditions of probation as well as ensuring completion of conditions in accordance with their court order. Drafted violation of probation warrants for the Judge's approval, attend arraignments, pleas and motions and violation of probation court hearings. Responsible for making ensuring that jurisdiction is not lost on cases. Other duties included researching Florida Statutes and other legal resources. Worked closely with the State Attorneys' office, court employees, other neighboring Counties probation departments and the local police departments.

WILLOW CREEK APARTMENTS. NORTH PORT, FLORIDA

Leasing Consultant. February 2007 – October 2007. Administrative position involving marketing and client outreach. Other duties include scheduling and promoting resident activities, walk prospective clients through the application process, and handle any resident maintenance problems or complaints. I worked with the local housing departments about the allocation of funds and placement of applicants in affordable housing. Most importantly I was responsible for customer service relations with a primarily elderly population.

Computer Skills

Extensive experience with Legistar, Alchemy, Media Manager, Windows and Microsoft-based computer word processing, spreadsheet, and graphic software programs. Experience with scanners, laptops, digital cameras, copiers, fax, multi-line phone systems, and all other basic office equipment.

Community Outreach

Participation with Girl Scouts of America, Relay for Life for Charlotte County and organized involvement from the community to participate with March of Dimes.