

201400351 - Deputy City Clerk**Contact Information -- Person ID: 20352673**

Name:	Beth E Scott	Address:	150 Fitzsimons Street N/A Port Charlotte, Florida 33954 US
Home Phone:	941-716-6257	Alternate Phone:	941-323-0213
Email:	bethellenscott@gmail.com	Notification Preference:	Email
Former Last Name:	Legare	Month and Day of Birth:	03/16

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

Preferred Salary:	
Are you willing to relocate?	Yes
Types of positions you will accept:	Regular
Types of work you will accept:	Full Time
Types of shifts you will accept:	Day , Evening , Night

Objective**Education**

Graduate School <i>Central Michigan University</i> 10/2014 - 5/2018 Mount Pleasant, Michigan	Did you graduate: No College Major/Minor: Master of Science in Administration Units Completed: 2 Semester Degree Received: Master's
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College <i>University of New Hampshire</i> 6/1978 - 5/1982 Durham, New Hampshire	Did you graduate: Yes College Major/Minor: Consumer Studies Degree Received: Bachelor's
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College <i>Michigan State University</i> 6/1980 - 5/1981 East Lansing, Michigan	Did you graduate: No College Major/Minor: Communications Degree Received: Other
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High School <i>Timberlane Regional High School</i> 3/1976 - 6/1978 Plaistow New Hampshire, New Hampshire	Did you graduate: Yes Highest Level Completed: Other Did you receive a GED? No Degree Received: High School Diploma
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Work Experience

Administrative Assistant II 10/2015 - Present Charlotte County CharlotteCountyFL.gov 18400 Murdock Circle Port Charlotte , Florida 33948 941-764-4909	Hours worked per week: 40 Monthly Salary: \$1,950.00 Name of Supervisor: Claire Jubb - Director of Community Development May we contact this employer? No
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Duties

- Manages day-to-day administrative functions for the Director of Community Development.
- Schedules meetings, answers phones, assists with research as needed for special projects, prepares Legal Service Requests, Memorandums and Correspondence as directed.
- Manages the monthly meeting calendar for the Community Development Director and Planning and Zoning Department.
- Serves as a Recording Secretary, with advanced clerical work in preparation of Agendas and Minutes. Prepares and posts Notices and agendas, records meetings, prepares minutes and permanent records thereafter for the Building Industry Oversight Committee (BIOC), Charlotte County Charter Review Commission (CRC), Agricultural and Natural Resources Advisory Committee (ANRAC), Transfer Density Units Roundtable Meetings (TDU), Sign Code Roundtable Meetings and additional Boards as needed.
- Manages Advisory Board Membership records, expiration of terms and resignations, notifying County Administration of vacancies, and supplying possible qualified candidates with an application for review by the Board of County Commissioners.
- Updates the Community Development website, including calendar, meeting notices and Advisory Board information as needed with SharePoint.
- Prepares Legal Advertisements for the news media for the Charlotte County Charter Review Commission Public Hearings and assists with the Planning and Zoning Advisory Board Legal Ads as needed, adhering to strictly assigned deadlines and Florida Statutes; Reviews Legal Ad Invoicing for payment.
- Assists Principal Planners, with transmittal requirements for State and local agencies.
- Current Florida Notary Commission, which expires in 2020.
- Charlotte County Ambassador - March/April program completed and certificate received in May 2016.

Reason for Leaving

Looking to advance career in Local Government

Administrative Services Coordinator

5/2014 - 7/2015

City of North Port
4970 City Hall Boulevard
North Port, Florida 34286
941-429-7063

Hours worked per week: 40

Monthly Salary: \$2,700.00

of Employees Supervised: 0

Name of Supervisor: Helen Raimbeau - City Clerk

May we contact this employer? Yes

Duties

- Managed day-to-day administrative functions of the City Clerk Department.
- Answered phone lines for the City Clerk Department, assisting with rollover calls from mainline and attended to walk in customers; answering requests, questions and complaints from the public.
- Secured quotes, processed purchase orders, requisitions, invoices, payment authorizations; including assisting and securing payment of legal advertisements.
- Assisted with preparation of the City Clerk and Commission budgets, including data entry, compiling backup, and producing budget documents for submittal.
- Accessed, researched and provided input from computer data, files and records for budget preparation and special projects; utilizing MuniCode and Alchemy as needed.
- Monitored expenditures throughout the fiscal year, oversaw departments fixed assets and inventory process.
- Assisted with filing and maintaining legal instruments and other documents officially received in the City Clerk's Office; maintained records in accordance with public records laws and retention requirements.
- Assisted with Public Records requests, providing information, invoicing and accepting receipt of payment while adhering to Florida Statute as to inspection and copying of records, fees and exemptions.
- Notarized documents as requested; familiar with the Deputy Clerk's responsibility in the absence of the City Clerk to authenticate official documents, countersign warrants for payment obligations, notarizing documents and administration of oaths.
- Prepared various reports, memorandums and correspondence as directed by the City Clerk and Deputy City Clerk.
- Assisted Deputy City Clerk with the monthly calendar, entering appointments for Commission, Advisory Board meetings, Commission Meetings and Travel Information for Commission and City Clerk Department into calendar as needed.
- Maintained equipment and supplies needed for day-to-day operations, purchasing supplies as directed with City P card.
- Prepared and maintained travel plans and records for City of North Port Commission and City Clerk Department.
- Assisted the City Clerk and Deputy City Clerk with the Election process and receipt of financial reporting, as needed; Knowledge of State and municipal election laws and financial reporting.
- Familiar with the drafting of Ordinances and Resolutions, capable of preparing such a document for Commission approval.
- Knowledge of ordinances, policies and procedures of the City of North Port.
- Knowledge of legal instruments, rules and procedures of City Commission meetings; including organization, function and activities of municipal government and other governmental agencies.

- Knowledge of State records retention law, public records law and sunshine.
- Assisted City Clerk and Deputy City Clerk with the preparation of Proclamations as needed.
- Knowledge of modern business methods and procedures applicable to public administration. Proficient in Word, Excel, Outlook, PowerPoint, Office 365 Room Resources, FTR, Skype for Business, NavLine, Executime, Demand Star, Alchemy, Suncom, MuniCode, SharePoint and QRep.
- Familiar with the preparation of legal advertisements for the news media, adhering to strictly assigned deadlines for ordinances, resolutions, meetings, meeting changes and City budget.
- Made decisions in accordance with laws, ordinances and regulations in the absence of the City Clerk and Deputy City Clerk.
- Emergency Management Response Training as required by the City of North Port

Lien Specialist

5/2013 - 5/2014

City of North Port
 www.cityofnorthport.com
 4970 City Hall Boulevard
 North Port, Florida 34286
 941-429-7063

Hours worked per week: 40

Monthly Salary: \$0.00

of Employees Supervised: 0

Name of Supervisor: Carol Kozabo - Property Standards Supervisor

May we contact this employer? Yes

Duties

- Managed day-to-day administrative functions for the coordination of filing Liens.
- Prepared, released and researched City of North Port Code Enforcement, Special Assessment and Legal Code Enforcement Liens.
- Provided Lien calculations and received payments for Special Assessment and Legal Case Liens.
- Advanced clerical work in preparation of Agendas, Minutes and special projects, prepared CEB Agenda, Notification and Minutes for the City of North Port Code Enforcement Board/Special Magistrate following Florida Statute to ensure due process.
- Assisted with coordinating Code Enforcement agenda items and Board meetings; as the Recording Secretary providing an Action Report for the Code Enforcement Board /Special Magistrate.
- Handled Code Violation complaint calls and walk in customers.
- Entered complaint information into NavLine for Property Standards Inspectors; generating Code Enforcement cases for review.
- Handled questions on current and past code cases and liens.
- Worked with City Attorney providing information as needed.
- Received Property Standards Certification.
- Secured quotes for the Property Standards Department: Re: Contractors for Securing Unsafe/Unsanitary Property and Landscaping Companies for grass cutting violations.
- Assisted with preparation of the Property Standards budget, compiling backup and producing budget documents for submittal.
- Managed Lien Search requests and research; collected activity data and coordinated reports.
- Maintained records in accordance with public records laws and retention requirements.
- Filed and maintained legal documents, Liens and Code Enforcement Case documents in the City Clerk's Office/Property Standards Department; maintained records in accordance with public records laws and retention requirements.
- Maintained equipment and supplies needed for day-to-day operations, purchasing supplies as directed with City P card.

Reason for Leaving

Returned to the City Clerk's Office in the position of Administrative Services Coordinator.

Executive Assistant

12/2005 - 5/2013

City of North Port
 www.cityofnorthport.com
 4970 City Hall Boulevard
 North Port, Florida 34286
 941-429-7063

Hours worked per week: 40

Monthly Salary: \$0.00

of Employees Supervised: 0

Name of Supervisor: Helen Raimbeau - City Clerk

May we contact this employer? Yes

Duties

- Managed day-to-day administrative functions of the City Clerk Department.
- Answered phone lines for the City Clerk Department, assisting with rollover calls from mainline and attended to walk in customers; answering requests, questions and complaints from the public.
- Secured quotes, processed purchase orders, requisitions, invoices, payment authorizations; including assisting and securing payment of legal advertisements.
- Assisted with preparation of the City Clerk and Commission budgets, including data entry, compiling backup, and producing budget documents for submittal.
- Accessed, researched and provided input from computer data, files and records for budget preparation and special projects; utilizing MuniCode and Alchemy as needed.
- Monitored expenditures throughout the fiscal year, oversaw departments fixed assets and inventory

process.

- Assisted with filing and maintaining legal instruments and other documents officially received in the City Clerk's Office; maintained records in accordance with public records laws and retention requirements.
- Assisted with Public Records requests, providing information, invoicing and accepting receipt of payment while adhering to Florida Statute as to inspection and copying of records, fees and exemptions.
- Notarized documents as requested; familiar with the Deputy Clerk's responsibility in the absence of the City Clerk to authenticate official documents, countersign warrants for payment obligations, notarizing documents and administration of oaths.
- Prepared various reports, memorandums and correspondence as directed by the City Clerk and Deputy City Clerk.
- Assisted Deputy City Clerk with the monthly calendar, entering appointments for Commission, Advisory Board meetings, Commission Meetings and Travel Information for Commission and City Clerk Department into calendar as needed.
- Maintained equipment and supplies needed for day-to-day operations, purchasing supplies as directed with City P card.
- Prepared and maintained travel plans and records for City of North Port Commission and City Clerk Department.
- Assisted the City Clerk and Deputy City Clerk with the Election process and receipt of financial reporting, as needed; Knowledge of State and municipal election laws and financial reporting.
- Familiar with the drafting of Ordinances and Resolutions, capable of preparing such a document for Commission approval.
- Knowledge of ordinances, policies and procedures of the City of North Port.
- Knowledge of legal instruments, rules and procedures of City Commission meetings; including organization, function and activities of municipal government and other governmental agencies.
- Knowledge of State records retention law, public records law and sunshine.
- Assisted City Clerk and Deputy City Clerk with the preparation of Proclamations as needed.
- Knowledge of modern business methods and procedures applicable to public administration. Proficient in Word, Excel, Outlook, PowerPoint, Office 365 Room Resources, FTR, Skype for Business, NaviLine, Executime, Demand Star, Alchemy, Suncom, MuniCode, SharePoint and QRep.
- Familiar with the preparation of legal advertisements for the news media, adhering to strictly assigned deadlines for ordinances, resolutions, meetings, meeting changes and City budget.
- Made decisions in accordance with laws, ordinances and regulations in the absence of the City Clerk and Deputy City Clerk.
- Emergency Management Response Training as required by the City of North Port

Reason for Leaving

Transferred to Property Standards when the previous Lien Specialist for Code Enforcement retired. I had been her backup for several years when the position was in the North Port City Clerk's Office.

Certificates and Licenses

Type: Building and Zoning Inspection Certificate

Number:

Issued by: City of North Port

Date Issued: 7 /2011 Date Expires:

Skills

Office Skills

Typing:

Data Entry:

Additional Information

Additional Information

I-100, ICS-200 , ICS-300 & ICS-700 Certificates, Current Florida Notary Commission expires in 2020, Building and Zoning Inspection Certificate, Manatee Community College Workforce Services - Customer Service Certificate, Introduction to Budgeting Reports in GMBA (GMA9210) Certificate and Excel Training Certificate. All Certificates have been provided to the City of North Port Human Resources for filing with my personnel information.

References

Professional

Raimbeau, Helen

City Clerk

4970 City Hall Boulevard

North Port, Florida 34286

941-429-7063
hraimbeau@cityofnorthport.com

Professional
Williams, Scott
Building Director
4970 City Hall Boulevard
North Port, Florida 34286
941-429-7005
swilliams@cityofnorthport.com

Personal
O'Rourke, Maureen
Broward County Parks and Recreation
950 N.W. 38th St.
Oakland Park, Florida 33309
954-410-5040

Professional
Adkins, Patsy
City Clerk
4970 City Hall Boulevard
North Port, Florida 34286
941-429-7056
padkins@cityofnorthport.com

Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
Beth E Scott - Resume 100516.docx	Beth E Scott - Resume 100516.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: Government Jobs.com

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

Supplemental Questions

1. Q: What experience do you have with Florida Sunshine Law?

A: I have worked for eleven (11) years in local government, in the State of Florida; nine (9) of those with the City of North Port in the City Clerk's Office. I am extremely familiar with Sunshine Law as it applies to meetings of Advisory Boards and Commissions and requirements for reasonable Notice and Minutes.

Sunshine Law provides for open public meetings requiring advance notice and procedural requirements.

My current and past experience as an Executive Assistant/ Administrative Services Coordinator/Administrative Assistant II/Recording Secretary for Charlotte County and the City of North Port have provided me with extensive knowledge as to the requirements for open meetings for public boards and commissions. This includes reasonable Notice, paid advertising and additional notice provisions. I have been responsible for the creation of Advisory Board Agendas, Notices, Legal Ads, Recording of Meetings, Minutes and Retention as required by Florida Statute. I am aware of allowable communication for Advisory Board and Commission members and the consequences of Sunshine violations. I am familiar with the Advisory Board application and appointment process and am responsible for providing Charlotte County's Sunshine Law PowerPoint Presentation to my Advisory Boards and Committees as requested.

I am currently the Recording Secretary for Charlotte County's Building Industry Oversight Committee (BIOC), Charlotte County Charter Review Commission (CRC), Agricultural and Natural Resources Advisory Committee (ANRAC), Transfer Density Units Roundtable Meetings (TDU), Sign Code Roundtable Meetings and was previously the Recording Secretary for the Code Enforcement Board / Special Magistrate for the City of North Port.

2. Q: What are your educational qualifications that would support your application for the job of a Deputy City Clerk?

A: I received a Bachelor of Science from the University of New Hampshire in Consumer Studies; studying Communications at Michigan State University my Junior year and have completed four (4) classes towards my Masters of Science in Administration through Central Michigan University's global campus. The courses I have completed towards my Masters degree include, Strategic Planning for the Administrator, Introduction to Statistics, Essentials of Accounting for Business and Organizational Dynamics and Human Behavior. I have completed several levels of Emergency Management Response Training as required by the City of North Port and passed the City of North Port's Customer Service class. I have advanced knowledge and training with NaviLine, and Budget Preparation and have the desire and ability to obtain my Certified Municipal Clerk certification as required, as quickly as requested by the City of North Port.

3. Q: Are you currently a Notary?

A: Yes

4. Q: What experience have you had with Public Records law?

A: I have worked for eleven (11) years in local government in the State of Florida; nine (9) of those were with the City of North Port in the City Clerk's Office. I am extremely familiar with Public Records Law as it applies to telephone, text, electronic and written communication as well as travel records, public records requests, reasonable conditions, redaction requirements and the fees allowed.

I have been responsible for and assisted with Public Records requests for Code Enforcement and Travel related requests for the City Clerk, Commission and Property Standards Departments as well as providing various documents as directed by the City Clerk and Deputy City Clerk for various Public Records requests while employed by the City of North Port.

5. Q: How many years of administrative experience do you have as a secretary?

A: I have eleven (11) years of experience as a secretary in local government, with nine (9) years experience as an Executive Assistant/Administrative Services Coordinator for the City Clerk's Office in the City of North Port, one (1) year of experience as a Lien Specialist in Neighborhood Development Services for the City of North Port and one (1) year as the current Administrative Assistant II for the Community Development Director in Charlotte County, FL.

6. Q: Tell us about your Florida government experience?

A: As an Executive Assistant/Administrative Services Coordinator for the City Clerk's Office in North Port, I prepared and maintained travel plans and records for the Commission and City Clerk Department, secured quotes; processed purchase orders; requisitions; invoices; payment authorizations and reviewed payment for all billing for the City Clerk and Commission including legal advertisements. I assisted with the preparation of the City Clerk and Commission budgets, including data entry, compiling backup, and producing budget documents for submittal. I monitored expenditures throughout the fiscal year, oversaw the departments fixed assets and inventory process and maintained records, following retention requirements in accordance with public records law. I notarized documents, prepared various reports and memorandums as requested and assisted with the preparation of proclamations as needed. I maintained equipment and supplies needed for day-to-day operations, purchasing office supplies as directed with a City P card.

As the Lien Specialist for the City of North Port, I managed day-to-day administrative functions for the coordination of filing and researching City Liens. I prepared, released and researched Special Assessment and Legal Code Enforcement Liens; preparing the agenda for the Code Enforcement Board/Special Magistrate; issuing notification as directed by Florida Statute for all active cases to be brought before the Code Enforcement Board/Special Magistrate. I received and handled Code Violation complaints by phone and walk-in, entering the information into Naviline for processing by the Inspectors. I prepared Lien Search requests working with realtors, banks and citizens requiring lien information; answering questions on current and past code cases and liens; working with the City Attorney providing information as needed. I secured quotes for the Property Standards Department and assisted with the preparation of the Property Standards budget, compiling backup and producing budget documents for submittal. I maintained records in accordance with public records laws and retention requirements; maintained equipment and supplies needed for day-to-day operations and purchased office supplies as directed with a City P card. As the Recording Secretary, I provided Notice for all Code Enforcement Board/Magistrate meetings, agendas, Notices of Violation, Notices of Mandatory Hearing, Notices of Compliance, Liens, Recording of Meetings, an Action Report and Minutes as required by Florida Statute following notification and retention requirements.

As the Executive Assistant for the Director of Community Development in Charlotte County, I manage the day-to-day administrative functions for the Director of Community Development, scheduling meetings, answering phones, assisting with research for special projects, preparing Legal Service Requests, Memorandums and Correspondence as needed. I manage the meeting calendar for the Community Development Director and Planning and Zoning Department. I serve as a Recording Secretary, preparing and posting Notices and agendas, recording meetings, preparing minutes and permanent records thereafter for the Building Industry Oversight Committee (BIOC), Charlotte County Charter Review Commission (CRC), Agricultural and Natural Resources Advisory Committee (ANRAC), Transfer Density Units Roundtable Meetings (TDU), Sign Code Roundtable Meetings and additional Boards as needed. I maintain Advisory Board Membership records, notifying County Administration of vacancies; updating the Community Development website and Advisory Board information as needed with SharePoint. I have prepared Legal Advertisements for the Charlotte County Charter Review Commission Public Hearings and assist with the Planning and Zoning Advisory Board as needed, adhering to strictly assigned deadlines and Florida Statutes. I assist Principal Planners, as needed with transmittal requirements for State and local agencies and hold a current Florida Notary Commission, which expires in 2020. I am currently a Charlotte County Ambassador completing the March/April program and receiving my certificate in May 2016.

7. Q: Tell us about your experience at processing records requests.

A: • I have been responsible for researching and supplying information for public records requests for the City of North Port while working in the City Clerk's Office and Property Standards. While in the City Clerk's Office and Neighborhood Development Services, I provided Public Records information for requests in relation to Travel, Code Enforcement Legal and Special Assessment Cases and other various requests under the direction of the City Clerk, Deputy City Clerk and Property Standards Manager. I have provided information in various formats including hard copy and electronic; allowing for the inspection of documentation as requested. I have taken requests over the phone, in person and in writing and am aware of the right of a citizen to remain anonymous. I utilized computer data, files and records including MuniCode and Alchemy as needed to research and obtain requested information following Florida Statute. I have been responsible for invoicing and collecting of fees in accordance with Florida Statute and the City fee schedule.