

**Beth E. Scott**

150 Fitzsimons Street  
Port Charlotte, FL 33954  
[bethellenscott@gmail.com](mailto:bethellenscott@gmail.com)  
941-716-6257

**SUMMARY:** Quality conscious, client focused professional with 19 years of Customer Service experience; 11 years as an Executive Assistant/Administrative Services Coordinator in Local Government with extensive experience in the State of Florida with regard to Public Records Management and as a Recording Secretary skilled in composing summaries of minutes; with several years of experience in Budget Preparation for the City of North Port, City Clerk Department and Commission. Proficient in Word, Excel, Outlook, PowerPoint, Office 365 Room Resources, FTR, Skype for Business, NaviLine, Executime, Demand Star, Alchemy, Suncom, MuniCode, SharePoint and QRep; with a Current Florida Notary Commission which expires in 2020, valid Florida Drivers License and ability to relocate to North Port.

**EXPERIENCE:**

**Charlotte County: Office of the Director of Community Development  
Administrative Assistant II (10/2015 to present)**

- 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.

**City of North Port: Office of the City Clerk**  
**Administrative Services Coordinator (05/2014 – 07/2015)**  
**Executive Assistant (12/2005 – 05/2013)**

- 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.
- Knowledge of State and municipal election laws and financial reporting. Assisted the City Clerk and Deputy City Clerk with the Election process and receipt of financial reporting, as needed,

- 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

**City of North Port: Neighborhood Development Services  
Property Standards/Code Enforcement, Lien Specialist (05/2013 - 05/2014)**

- 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 NaviLine 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.

- **Prudential Palms Realty, 8319 Market Street, Lakewood Ranch FL 34202**  
**Real Estate Sales Associate (03/2005 – 05/2005)**  
Handled real estate transactions
- **Florida Power and Light Company, W. Palm Beach FL**  
**Customer Service Specialist (1984-1988)**  
**& Accounting Representative (1991-1993)**
- Handled Residential and Commercial billing, audits, payments, payment arrangements, high bill inquiries, guarantee/guarantor requests, vouchers, power billing and payroll.
- Worked in a high volume call center as well as front counter for individualized customer service.
- Team Leader for Florida Power and Light Quality Improvement Team

**Course work includes:**  
**Strategic Planning, for the Administrator**  
**Introduction to Statistics**  
**Essentials of Accounting for Business**  
**Organizational Dynamics and Human Behavior**

Michigan State University 1980-81  
Communications – Junior Year

Andy Gray School of Real Estate Sarasota FL  
Florida Real Estate License 2004 (not current)