

**201400351 - Deputy City Clerk****Contact Information -- Person ID: 13928592**

Name: Kathryn Peto Address: 1848 Boswell Street  
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**

Preferred Salary:

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** Did you graduate: Yes  
Manatee Community College College Major/Minor: Associates Degree  
[Unspecified Start] - [Unspecified End] Degree Received: Associate's  
Venice, Florida

**College** Did you graduate: Yes  
University of South Florida College Major/Minor: Bachelors degree Criminology  
[Unspecified Start] - [Unspecified End] Degree Received: Bachelor's  
Sarasota, Florida

**College** Did you graduate: Yes  
Southwest Florida College College Major/Minor: Associates Degree Paralegal Studies  
[Unspecified Start] - [Unspecified End] Degree Received: Associate's  
Port Charlotte, Florida

**Work Experience**

**Paralegal** Hours worked per week: 40  
7/2010 - Present Monthly Salary: \$0.00  
Name of Supervisor: Sarah Miner - Office Manager  
All Injuries Law Firm May we contact this employer? Yes  
2340 Tamiami Trail  
Port Charlotte, Florida 33952  
9417400450

**Duties**

Provide legal and administrative support with an excellent client/attorney relationship. This position included management of 150 cases which includes preparing legal documents, scheduling court dates, and maintaining fiscal client accounts. 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, review, and execution of settlement documents including annuity funding and payout information.
- Draft legal memorandums and client correspondence including notifications of hearings.
- Record, analyze, and log all time for correct billing including case expenses and attorney fees.
- Maintain of files, contact information, and ensure compliance with the statute of limitations.

**Reason for Leaving**

Still presently employed but looking for more challenges

**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 the Court  
Punta Gorda, Florida

**Duties**

Major job functions include the preparation and processing of all official documents including foreclosure filings, foreclosure court dispositions, court preparation, and other court related documents. The position includes customer service assistance related to collection and payments for court costs, general information for pro se litigants and other duties as assigned. Other duties include:

- Research cases records to attorneys, law enforcement agencies and the general public.
- Responsible for the accurate collection of costs from various agencies/parties and ensuring they are scanned into the computer correctly.
- Disposing of Foreclosure cases and ensuring cases are set for sale for the public auction.
- Record and transcription of court minutes following a hearing.
- Assist attorneys with notice of sales, notice of publications, filing fees, reopen fees, and doc stamps so certificate of titles can be issued.

**Reason for Leaving**

Left for a better opportunity

**Probation Officer**

10/2007 - 10/2008

Hours worked per week: 40

Monthly Salary: \$0.00

Name of Supervisor: Virginia Wagner - Senior Probation Officer

Pride Integrated Services  
1991 Main Street #123  
Venice, Florida 34285  
9419539650

May we contact this employer? Yes

**Duties**

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.

**Reason for Leaving**

Better opportunity

**Certificates and Licenses**

Type: Notary Public

Number: FF157346

Issued by: Budget Notary Services

Date Issued: 1 /2014 Date Expires: 1 /2019

**Skills**

Office Skills

Typing: 65

Data Entry: 0

**Additional Information****References**

Professional

**Pekar, Tiffany**

Judicial Assitant to Judge Richards

Charlotte County Justice Center  
350 E Marion Ave  
Punta Gorda, Florida 33950  
9412764742

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**Personal****Elias, John**

Maintenance and Operations Manager  
Charlotte County Public Works  
7000 Florida Street  
Punta Gorda, Florida 33950  
9416282662

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**Personal****Van Buskirk, Peter**

Kimley-Horn and Associates  
1412 Jackson Street Suite 2  
Fort Myers, Florida 33901  
941-468-4139

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**Resume****Text Resume****Attachments**

Attachment	File Name	File Type	Created By
Resume with Letter Oct 26 2016.docx	Resume with Letter Oct 26 2016.docx	Resume	Job Seeker

**Agency-Wide Questions**

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

A: No

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

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**Supplemental Questions**

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

A: I have experience with Florida Sunshine Law mostly through my employment with the Clerk of Court regarding court minutes, budgeting, and meetings notes becoming a matter of public

record and available to the public.

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

**A:** My college degrees are in Criminology and Paralegal studies so I have experience with legal and government terminology as well as experience with preparation and understanding of legal documents.

**3. Q:** Are you currently a Notary?

**A:** Yes

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

**A:** I have experience with Public Records law in some capacity with most of employment. I am aware that there are exemptions to the Public Records law and also that any communication on behalf of or to a government agency is subject to request by the public.

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

**A:** I have 5 1/2 years of administrative experience in my current job as a paralegal doing secretarial type work.

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

**A:** I have experience working with the government in Florida through my previous employment as a probation officer with the court system and also through my employment with the Clerk of Court, where I encountered both the civil and criminal cases.

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

**A:** I process records requests via informal request, notice to produce, and subpoenas. Also I examine each request to confirm if the request material can be provided to the requesting party and if not, prepare the proper objection.