

201400351 - Deputy City Clerk**Contact Information -- Person ID: 4325611**

Name: Shelly M Wright Address: 3396 Eagle Pass St
North Port, Florida 34286 US
Home Phone: 941.740.2212 Alternate Phone: 941.876.1950
Email: myshelly0810@yahoo.com Notification Preference: Email
Former Last Name: Month and Day of Birth: 11/30

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? Some College

Preferences

Preferred Salary: \$19.00 per hour; \$40,000.00 per year
Are you willing to relocate? Maybe

Types of positions you will accept: Regular
Types of work you will accept: Full Time
Types of shifts you will accept: Day

Objective

Looking for advancement opportunity.

Education**College**

Chesapeake College
6/2002 - 3/2009
Wye Mills, Maryland

Did you graduate: No
College Major/Minor: Paralegal Studies
Degree Received: Other

Work Experience**Paralegal**

10/2011 - Present

Hollis, Cronan, Fronk & Gras, P.A.
208 E. Dover Street
Easton, Maryland 21601

Hours worked per week: 40
Monthly Salary: \$2,947.00
Name of Supervisor: William C. Hollis III - Attorney
May we contact this employer? Yes

Duties

- Gather and analyze research data regarding statutes, decisions and codes.
- Process summons, subpoenas and motions.
- Research bankruptcy loan files to confirm federal guideline compliance, collect client information and file Petitions with the U.S. Bankruptcy Court.
- Support a team of six attorneys with generating and filing of pleadings, motions and various court documents.
- Draft legal papers including complaints, summons and interrogatories, etc.
- Examine Deeds of Trust to determine the grantor, trustee and loan amount.
- Draft, organize and review transactional documents including corporate minutes, consents, UCC filings, entity formation and dissolution documents.
- Collect, organize and draft/respond to discovery request.
- Gather and analyzed medical records for personal injury cases.
- Maintain and organize client files (including scanning for electronic storage).
- Maintain attorney calendar with regards to meetings, appointments and court dates.
- Order office supplies.
- Make traveling arrangements when required.

Reason for Leaving

Moving to Florida

Legal Assistant

6/2013 - Present

Hours worked per week: 40
Monthly Salary: \$3,380.00
of Employees Supervised: 0

Mellor and Grissinger
13801 - D S. Tamiami Trail
North Port, Florida 34287
941.426.1193

Name of Supervisor: Jeffrey Backo - Attorney
May we contact this employer? No

Duties

Answer phones/greet clients/guest. Setup and maintain files. Draft correspondence/legal documents and pleadings. Efilng/scanning/copying. Attorney/court calendar.

Reason for Leaving

Looking for advancement opportunity.

Administrative Assistant

8/2002 - 10/2011

Armistead, Griswold, Lee & Rust, P.A.
114 Bay Street, Bldg C
Easton, Maryland 21601
(410) 822-4777

Hours worked per week: 35

Monthly Salary: \$2,275.00

Name of Supervisor: Ronald B. Lee - Attorney

May we contact this employer? Yes

Duties

- Managed incoming and outgoing calls for busy law office.
- Assisted in all areas of administrative work including data entry, receptionist duties, file organization, research and development.
- Provided support towards attorneys and staff.
- Maintained and prioritized daily tasks and projects including; call logs, appointments and general errands.
- Facilitated organized record retrieval and access by maintain filing system for both inhouse and off-site file storage.
- Oversaw inventory and office supply purchases.
- Provided efficient customer service to clients

Reason for Leaving

Offered a position with another firm as a paralegal.

Certificates and Licenses**Skills**

Office Skills

Typing: 55

Data Entry: 0

Additional Information**References**

Professional
Ford, Patricia A.
Paralegal
(410) 310-1568

Professional
Ford, Patricia C.
Paralegal
(410) 924-4564

Professional
Hollis, William
Attorney
208 E Dover St
Easton, Maryland 21601
(410) 822-8822
wch@hcclegal.com

Resume

Text Resume

Attachments

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: 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: 3 1/2 years working in an attorney's office, preparing legal documents and researching FL Statutes.

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

A: Over 12 years of experience in legal offices and a certificate in paralegal studies from Chesapeake College in Wye Mills MD

3. Q: Are you currently a Notary?

A: Yes

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

A: I currently work in a law office that practices estate planning/probate and real estate and am familiar with the process to obtaining and recording public records in multiple counties throughout FL.

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

A: Over 15 years experience as an administrative assistant, beginning in 2001 as an administrative assistance in a law office in MD.

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

A: Current position has me researching FL laws and accessing government websites almost daily.

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

A: In my current position, I am responsible for maintaining all estate planning files, recording Deeds and other documents with Land Records and E-filing court documents of the FL Courts Efile website.