

**Board of County Commissioners
Leon County, Florida**

Special Meeting

**County Attorney Interviews
and Selection Process**

**Tuesday,
October 29, 2019
12:30 p.m.**

**Leon County Board of County Commissioners
Leon County Courthouse, 5th Floor**

**Leon County
Board of County Commissioners**

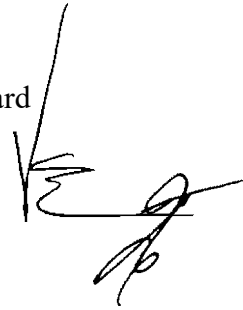
Notes for Special Meeting

Leon County Board of County Commissioners

Special Meeting

October 29, 2019

To: Honorable Chairman and Members of the Board
From: Vincent S. Long, County Administrator
Herbert W.A. Thiele, County Attorney
Title: County Attorney Interviews and Selection Process



Review and Approval:	Vincent S. Long, County Administrator Herbert W.A. Thiele, County Attorney
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/ Project Team:	Andrew Johnson, Assistant to the County Administrator Candice Wilson, Director of Human Resources

Statement of Issue:

As approved by the Board at the October 15, 2019 meeting, this Special Meeting is scheduled to conduct interviews with candidates for the position of County Attorney. Following the interviews, the Board will determine if there is a candidate (or candidates) which the Commission may have an interest in extending an offer of employment. If so, a ranking process will be facilitated to determine the Board's preferred candidate(s). Following the ranking process, the Board may authorize the Chairman to negotiate an employment agreement with the highest ranked candidate (and possibly a second-highest ranked candidate) which would be brought back to the Board for final approval.

Should the Special Meeting not result in a preferred candidate(s), the Board may direct the screening committee to extend the recruitment process.

Fiscal Impact:

This item may have a fiscal impact. Should the Board wish to select a highest ranked candidate and authorize the Chairman to negotiate an employment agreement, a final draft employment agreement would be brought back to the Board for final approval at either the November 12 or December 10 regular meeting. Funding for the County Attorney's salary and benefits is included in the FY 2020 budget. Should the Board wish to authorize continuing the recruitment process, adequate funds are available in the FY 2020 reserve for contingency account.

Staff Recommendation:

Option #4: Board direction.

Report and Discussion

Background:

At the October 15, 2019 meeting, the Board scheduled this Special Meeting to conduct interviews with a short list of candidates for the position of County Attorney. The current County Attorney, Herbert W.A. Thiele, was hired in February 1990 and commenced work on April 30, 1990. On March 20, 2015, the County Attorney informed the Board of County Commissioners that because of the regulations of the Florida Retirement System (FRS) and his election to participate in the Deferred Retirement Option Program, his final day of employment with Leon County would have to occur on or before March 31, 2020. The County Attorney plans to retire effective March 31, 2020.

At the July 9, 2019 meeting, the Board approved a comprehensive recruitment and selection process including all steps and timelines associated with the recruitment, evaluation, and hiring of a new County Attorney. Consistent with this process, the County Attorney position vacancy was advertised from July 19 through September 2 on the County's website. A recruitment brochure for the position (Attachment #1) was also promoted through the County's social media platforms as well as several industry association publications and organizations including the Florida Bar, International Municipal Lawyers Association, Florida Association of Counties, Florida Association of County Attorneys, the Florida Association of Women Lawyers, the Tallahassee Barristers Association, and the Tallahassee Democrat. The County received 12 total applicants for the position, 10 of whom met the minimum qualifications for the position. At the October 15, 2019 meeting, the Board approved a short list of four candidates to interview, as discussed in further detail in the Analysis section below.

Analysis:

The four candidates approved by the Board for interviews are presented below in alphabetical order along with a brief overview of each candidate's qualifications and experience. Leon County Human Resources staff has conducted background checks on each finalist, verified each finalist's education and employment history, and confirmed the candidate's continued interest in the position. Application materials for each candidate, including the results of their reference checks, are included as Attachments #2 through #5 to this item.

- **Cynthia Everett:** 37 years of experience practicing law, including 7 years of experience serving as the City Attorney for Opa-Locka and Fort Lauderdale, Florida. 14 additional years of experience practicing local government law in private practice including serving as the Village Attorney for Pinecrest, Florida on a contract basis. Also served for 6 years as Assistant U.S. Attorney in the Southern District of Florida and 7 years as Assistant State Attorney in the Miami-Dade County State Attorney's Office. Member of the Florida Bar in good standing with Board certification in Labor and Employment Law.
- **Mark Moriarty:** 23 years of experience as in-house legal counsel for three Florida municipalities. Served as Assistant City Attorney for Fort Myers, Florida from 1996 to 2014; City Attorney of North Port, Florida from 2014 to 2017; and Assistant City Attorney for Cape Coral, Florida from 2017 to present. Member of the Florida Bar in good standing

and is a Board-Certified Specialist in City, County, and Local Government Law. Served as Past Chair of the City, County, and Local Government Law Section of the Florida Bar.

- **Chasity O'Steen:** 16 years of experience practicing law, including 5 years of experience serving as General Counsel or Deputy General Counsel for the Florida Department of Children and Families, the Florida Department of Financial Services, and the Florida Department of Management Services. 10 years of experience practicing local government law in private practice with Sniffen & Spellman, P.A., Rose, Sundstrom & Bentley, LLP (now Sundstrom & Mindlin, LLP), and Hopping, Green & Sams, P.A. Member of the Florida Bar in good standing. Board-Certified in City, County and Local Government Law, 2012-2016.
- **LaShawn Riggins:** 13 years of experience practicing law, including 8+ years of legal experience with Leon County Government. Served as Assistant County Attorney beginning in 2011 and was promoted in 2017 to Deputy County Attorney. 5 years of experience serving as Assistant State Attorney in Florida's First Judicial Circuit. Member of the Florida Bar in good standing.

Interview Format:

As approved by the Board at the October 15, 2019 meeting, interviews will be conducted in two stages on October 29. The first stage of interviews will be one-on-one with each Commissioner in the Commissioner's office, scheduled for 30 minute blocks from 8:00 a.m. to 11:30 a.m. Following the one-on-one interviews, the Board will convene in a Special Meeting at 12:30 p.m. to interview candidates before the Board as a whole. Board interviews are scheduled in 1-hour blocks.

Ranking and Selecting Candidates:

At the conclusion of the group interview phase, the Board may determine that there are one or more candidates to whom it may wish to extend an employment offer. In this instance, it is recommended that the Board proceed to ranking the candidates in order to determine a highest ranked candidate. As approved by the Board at the October 15 meeting, this selection process would consist of a numerical ranking as follows:

- Each Commissioner would be provided with a ranking sheet and asked to assign the highest number to the Commissioner's top-ranked candidate and proceeding to the lowest number for their lowest-ranked candidate. (For example, a Commissioner would place a "4" for their top-ranked candidate, followed by a "3" for their next-highest choice, etc.)
- A brief recess would then be taken during the Special Meeting while staff totals the individual ranking sheets.
- Upon reconvening, the Board would be provided with the cumulative rankings.

Depending upon the Board's cumulative rankings, the Board may determine that there is a clear highest ranked candidate. If this occurs, the Board would proceed to a formal vote to approve the highest ranked candidate and authorize the Chairman to begin the negotiation process. In addition, the Board may also determine that there is a second-highest ranked candidate to whom the Board may wish to extend an employment offer in the event that an agreement with the highest ranked candidate cannot be reached. Consistent with the provisions of Leon County Ordinance No. 2018-

07 for hiring of the County Attorney (Attachment #6), a motion to approve a highest ranked candidate (and second-highest ranked candidate, if applicable) would require a majority-plus-one vote of the Commission.

Following this ranking process, if there is not a clear highest ranked candidate, the Board may wish to proceed to a second round of ranking. In this instance, the candidate receiving the lowest scores in the first round would no longer be considered in the second round. Consistent with the voting threshold required to ultimately appoint the new County Attorney, a majority-plus-one vote of the Board would determine the candidates to be considered for this second round. Subsequent to this vote, the second round of ranking would occur. Following this process, the Board may then wish to proceed to a formal vote to approve the highest ranked candidate (and next-highest ranked candidate, if applicable), again requiring a majority-plus-one vote, to be followed by the negotiation process as outlined in the next section.

The Board may determine that there is no candidate to whom the Board wishes to extend an employment offer. In this instance, and as reflected the options provided below, the Board may wish to direct the County Attorney Screening Committee (consisting of the County Administrator and the County Attorney) to continue the recruitment process. Should the Board provide this direction, it is recommended that the Board authorize the Screening Committee to utilize the services of an outside executive search firm. If this option is selected, the Screening Committee would engage an executive search firm to handle the recruitment of applicants for the position of County Attorney. Once a search firm has been engaged and the recruitment of applicants completed, a new short list of applicants to invite for interviews would be presented to the Board for its consideration. The cost for these services is anticipated to be a minimum of \$25,000, and staff would bring back a future agenda item to consider a budget amendment. In general, these executive recruitments require approximately three to four months to complete once a search firm has been engaged.

Negotiating a Contract and Start Date:

Should the Board select a highest ranked candidate(s), this item recommends that the Board authorize the Chairman to negotiate an employment agreement. The County Administrator and County Attorney will assist the Chairman in the negotiation process. Consistent with the existing County Attorney's contract, the employment agreement would specify a base salary negotiated based upon the candidate's professional qualifications and experience as well as benefits such as retirement and deferred compensation contributions and health insurance contributions. As approved by the Board at the July 9, 2019 meeting, the County Attorney position was advertised with an anticipated compensation range of \$160,000 to \$190,000, based upon a recent survey conducted by the Florida Association of County Attorneys that examined the salaries of County Attorneys among those Florida counties that utilize in-house legal counsel. Pursuant to Sec. 215.425, Florida Statutes, the employment agreement must limit severance pay to no more than 20 weeks of compensation and must prohibit the provision of severance pay in instances where the employee has been terminated for misconduct.

As discussed earlier in this item, the Board may select a second-highest ranked candidate to whom it wishes to extend an employment offer in the event that an agreement with the highest ranked candidate cannot be reached. In this instance, negotiations with the second-highest ranked candidate would commence. Once negotiations are complete, a final draft employment agreement which specifies all of the terms and conditions of the County Attorney's employment would be brought back to the Board for final approval.

A final draft employment agreement would be presented to the Board at either the November 12 or December 10 regular meeting, which would provide the Board with the ability to have a transition period for the new County Attorney before the current County Attorney's retirement date on March 31, 2020. A start date of February 3, 2020 would provide a two-month transition period, or a start date of March 2, 2020 would provide a one-month transition period.

As provided in Leon County Ordinance No. 2018-07, the County Attorney must be appointed by an affirmative vote of a majority plus one of the entire Board of County Commissioners. In addition, the Ordinance states that the County Attorney shall be chosen on the basis of his or her professional qualifications, legal and executive experience, and ability to serve as the county attorney of the County and shall reside within Leon County during his or her tenure as County Attorney.

Summary – Proposed Timeline:

Should the Board select a highest ranked candidate(s) at the October 29 Special Meeting, the following table illustrates the remaining timelines associated with the recruitment and selection process:

Date	Recruitment & Selection Process
October 29, 2019	Individual Commissioner interviews conducted from 8:00 to 11:30 a.m.
October 29, 2019 <i>BOCC Special Meeting</i>	Entire Board interviews conducted beginning at 12:30 p.m.; Board ranks and selects candidates
November 12 OR December 10 <i>BOCC Meeting</i>	Board of County Commissioners consideration of draft employment agreement
February 3, 2020 OR March 2, 2020	Target start date for new County Attorney
March 31, 2020	Current County Attorney retirement date

Options:

1. Select a highest ranked candidate for the position of County Attorney and authorize the Chairman to negotiate an employment agreement and present a negotiated agreement to the Board for final approval.
2. Select a second-highest ranked candidate to whom the Board wishes to extend an employment offer in the event that an agreement with the highest ranked candidate cannot be reached.
3. Direct the County Attorney Screening Committee to continue the recruitment process by engaging an executive recruitment firm.
4. Board direction.

Recommendation:

Option #4 – Board direction.

Attachments:

1. County Attorney recruitment brochure
2. Application materials – Cynthia Everett
3. Application materials – Mark Moriarty
4. Application materials – Chasity O’Steen
5. Application materials – LaShawn Riggans
6. Leon County Ordinance No. 2018-07 “Officers, Employees, and Departments”
7. Special Meeting Ad

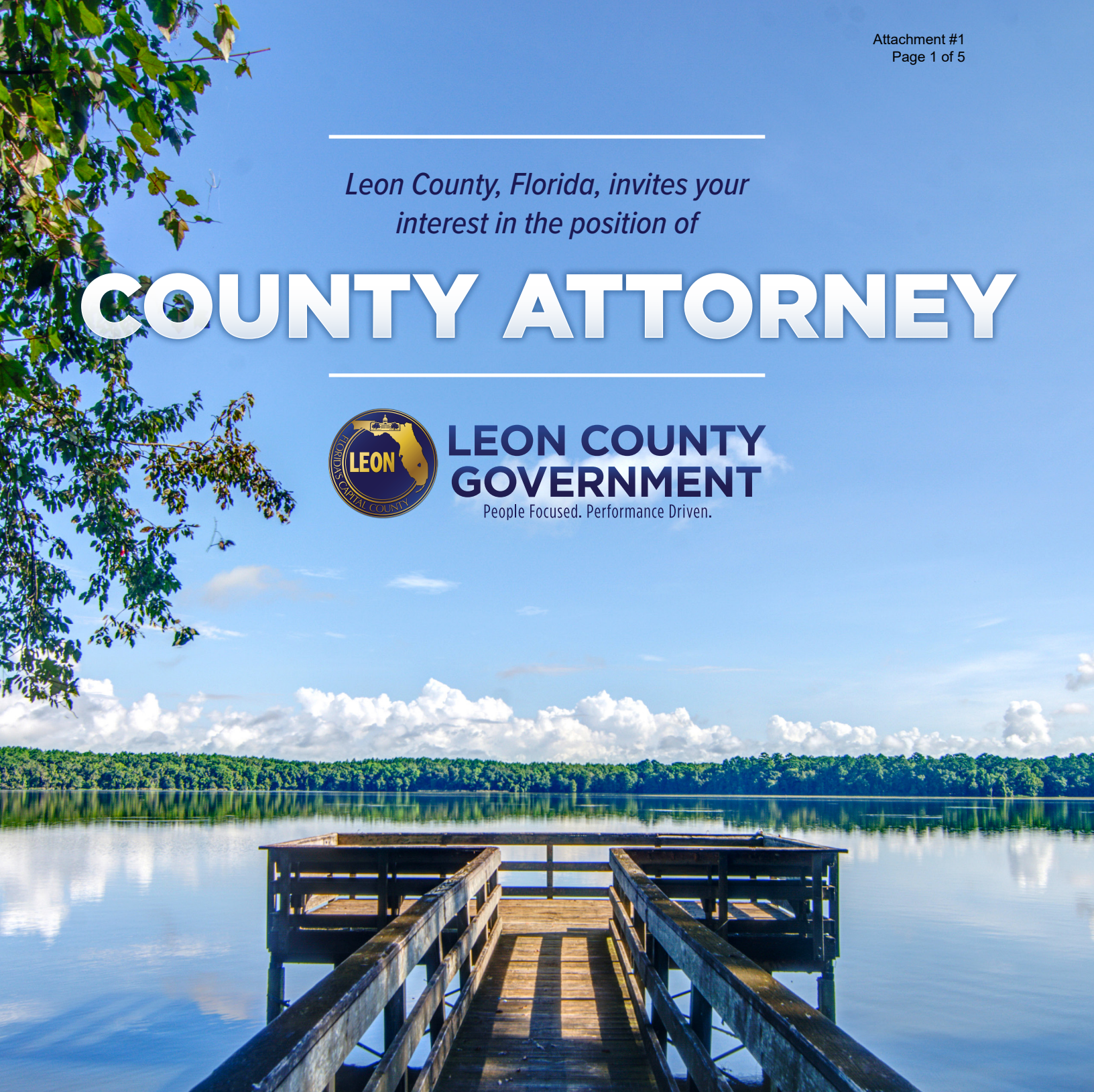
*Leon County, Florida, invites your
interest in the position of*

COUNTY ATTORNEY



**LEON COUNTY
GOVERNMENT**

People Focused. Performance Driven.



THE COMMUNITY

Leon County is located in north central Florida adjacent to the Georgia state line and halfway between Jacksonville and Pensacola. The County was named after the Spanish explorer Juan Ponce de León. He was the first European to explore Florida in 1513 in search of the “Fountain of Youth” and named the state after the Spanish word for “flowery.”

The County has a population of 287,899 and encompasses approximately 700 square miles. The City of Tallahassee, population 190,000, is the County seat, Florida’s state capital, and the only incorporated city within the County. The City of Tallahassee covers about 100 square miles, and roughly 34 percent of Leon County residents live outside the Tallahassee city limits.



Capital City Amphitheater

Leon County is a rapidly growing area known throughout the Florida Panhandle as a center for economic development, outdoor adventure, culture, and a hub for state government. The community hosts many festivals throughout the year, including Downtown GetDown, First Friday, Greek Food Festival, Red Hills Horse Trials, Opening Nights, Sundown Summer Series, Southern Shakespeare Festival, Springtime Tallahassee, Tallahassee Film Festival, Tallahassee Marathon and Half Marathon, Tallahassee Wine and Food Festival, Winter Festival, and others. The County has an energetic atmosphere as the home of the state capital, two major universities, and many other attractions that provide a variety of cultural and sporting event opportunities.



Lake Bradford

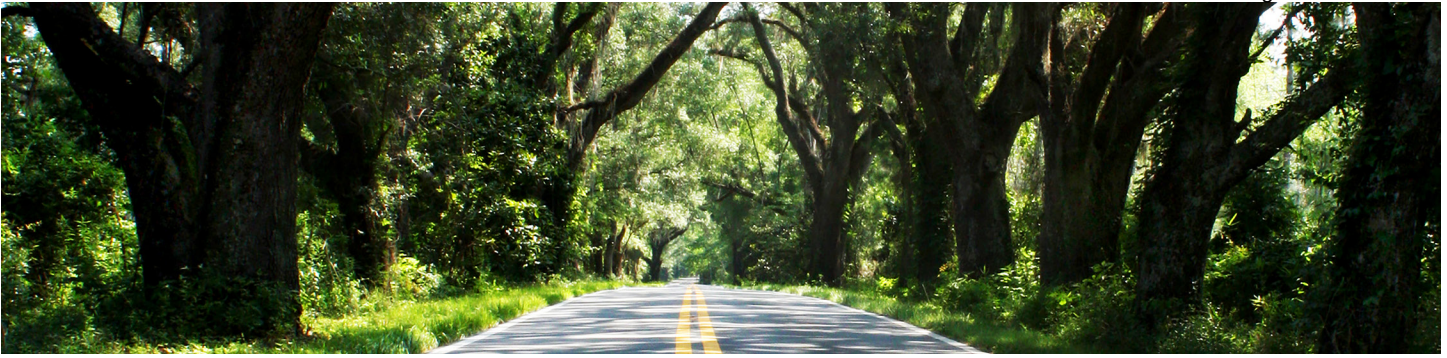
Leon County is home to the most highly educated population in Florida with 45.2% of its residents having either a Bachelor’s, Master’s, professional or Doctoral degree. The national average is 30.3%. Higher educational opportunities are available through many esteemed local and regional colleges and universities, including Florida State University, Florida Agricultural & Mechanical University, Tallahassee Community College, and branches of Saint Leo University, Thomas University, Keiser University, Barry University, Flagler College and Embry-Riddle Aeronautical University. The County has an exceptional public school system, and the region offers options for excellent primary and secondary education.

The County has many national law firms, lobbying organizations, trade associations and professional associations including the Florida Bar and the Florida Chamber of Commerce. The County is also home to the National High Magnetic Field Laboratory, the largest and highest-powered magnetic research laboratory in the world. Major employers in the area include the State of Florida, Florida State University, Leon County Schools, Tallahassee Memorial HealthCare, City of Tallahassee, Publix Supermarkets, Tallahassee Community College, Florida Agricultural & Mechanical University, Leon County, and Capital Regional Medical Center. The 2017 racial demographics of the county are 56.7% White; 31.6% Black; 6.4% Hispanic; 3.6% Asian; and 1.7% Other, with a median household income of more than \$48,248.

The area offers exceptional local dining, theaters, nightlife, shopping venues, museums, and an abundance of recreational activities. With an average of 233 days of sunshine each year, Leon County has long summers and short mild winters, ideal for the outdoor enthusiast. The region has many natural wildlife habitats to enjoy, as well as freshwater springs, beaches within a one-hour drive and nearby hunting and fishing. The County is home to more than 78 miles of canopy roads where the limbs of moss-draped live oaks, sweet gums, hickory trees and pines provide a towering canopy over roads that were once paths traveled by native tribes. The warm climate, ethnic diversity, natural beauty, stable economy, a variety of housing choices, excellent schools, and advanced transportation system afford residents an exceptional quality of life.



Springtime Tallahassee Festival



THE ORGANIZATION

Leon County Government is guided by an elected, seven-member Board of County Commissioners. Five members of the Board are elected to serve specific Commission districts, and two members are elected at-large. Leon County Government is a Commission-Manager form of government, and the County Administrator is appointed by the Board to oversee all functions, directives, and policies of the County. Due to this strong and consistent leadership, since 2013, Leon County has been recognized with 68 awards from the National Association of Counties for best practices and achievement in County programs and services. As of November 12, 2002, Leon County is governed by a Home Rule Charter. The total County budget is \$263.6 million, and the total number of full-time equivalent staff is more than 1,700, including all of the Constitutional Offices. Leon County Government has five Constitutional Officers, which includes the Clerk of the Court, the Property Appraiser, the Sheriff, the Supervisor of Elections, and the Tax Collector. Constitutional Officers are elected to administer a specific function of County government and are directly accountable to the public. Other elected officials of Leon County Government include the Judiciary, State Attorney, and Public Defender.



◀ County Administrator
Vincent S. Long

◀ (Left to Right) District 1 Commissioner Bill Proctor, District 3 Commissioner Rick Minor, At-Large Commissioner Mary Ann Lindley, District 2 Commissioner Jimbo Jackson (Chairman), District 4 Commissioner Bryan Desloge (Vice Chairman), District 5 Commissioner Kristin Dozier and At-Large Commissioner Nick Maddox.

THE POSITION

The County Attorney provides and supervises legal services to the Board of County Commissioners as well as other County Departments, Boards, and agencies as specified by the Board of County Commissioners. The County Attorney reports directly to the Board of County Commissioners and serves at their pleasure. For Fiscal Year 2019, the County Attorney's Office has a total budget of \$2,038,218. The office employs a total of 12 full-time equivalent staff including one Deputy County Attorney, three Assistant County Attorneys, and seven administrative assistants/paralegals/specialists.

JOB REQUIREMENTS

Essential Duties:

- Provides legal services to the Board of County Commissioners, or as directed by the Board, to other County departments, advisory boards, committees, and agencies either personally, through staff attorneys, or by special outside counsel.
- Provides all legal services for County lawsuits, such as preparation and prosecution of cases, negotiations, trial strategy and appeals involving the County.
- Prepares, drafts, and reviews various County ordinances, resolutions, bond provisions, contracts, deeds, and other legal documents.
- Represents the County in highly complex litigation before the Courts. Advises the Board of County Commissioners and the County Administrator on all County legal matters, as well as County staff, boards, and agencies where and when appropriate.
- Advises Board-appointed Committees.
- Drafts legislation to provide for the interest of the County through lobbying efforts.
- Reviews statutory requirements for operating and financing local County government.
- Manages the daily operation of the County Attorney's Office, including assigning and reviewing casework of all staff attorneys working for the County, budgetary oversight, and work performed by non-legal staff.
- Is responsible for various legal department personnel matters including policies and procedures, hiring, discipline, training and development, performance appraisals, and other related activities.
- Performs other services as directed by the Board of County Commissioners.

Knowledge, Skills, and Abilities:

- Extensive and thorough knowledge of the laws, codes, rules and regulations as they pertain to County government operations in the State of Florida.
- Ability to draft legal instruments, proposed legislation and legal opinions.
- Ability to exercise sound judgment in developing legal strategies for the County.
- Ability to establish and maintain a harmonious working relationship with the County Attorney's office and the Board of County Commissioners; the County Administrator; County staff; other County departments, boards, and agencies; other State and local governments; and the general public.

Minimum Requirements:

- Graduation from an accredited law school with a Juris Doctor Degree
- Admission to the Florida Bar with current membership in good standing
- Minimum 10 years of progressively responsible experience in practicing law, including considerable experience in the practice of local government law to include expertise in local governmental law, litigation, ordinance drafting, resolution drafting, and advising boards and constitutional officers
- Must possess and maintain a valid Florida Driver's License

Preferred Qualifications:

- Experience supervising or managing other attorneys
- Florida county government experience
- Certification in City, County, and Local Government Law is a plus



Florida State University



Tallahassee Symphony Orchestra

- Ability to communicate effectively, both orally and in writing, and to make presentations to various size groups on legal issues facing the County.
- Ability to plan, assign and review the work of all staff attorneys and non-attorney support staff.
- Ability to use computer applications and software in the performance of job duties.

COMPENSATION

The expected hiring range is \$160,000 to \$190,000 dependent upon qualifications and will include a competitive benefits package. The County will pay reasonable relocation expenses.



J. Lee Vause Park

TO APPLY

If interested in this outstanding opportunity, please visit the County's website at www.LeonCountyFL.gov/jobs and apply online prior to September 2, 2019. A cover letter, detailed résumé, and completed online application are required. Résumés will be screened according to the qualifications outlined above. A select group of finalist candidates will be invited to conduct in-person interviews with the Board of County Commissioners on October 28, 2019 in Leon County. Candidates will be advised of the status of the recruitment following the final selection of the County Attorney.

Questions regarding recruitment may be directed to:

Candice Wilson, Human Resources Director
Leon County Government
WilsonC@LeonCountyFL.gov | 850.606.2400
www.LeonCountyFL.gov

Leon County Government is an Equal Opportunity Employer. Pursuant to Florida's broad Public Records/Sunshine Law, applications and résumés are subject to public disclosure.



Florida A&M University Marching 100



Downtown Tallahassee

Cynthia Everett

Application

EMPLOYMENT APPLICATION



LEON COUNTY GOVERNMENT
 315 S. Calhoun Street
 Tallahassee, Florida 32301
 850-606-2400
<http://www.leoncountyfl.gov>

Everett, Cynthia A.
085-19 COUNTY ATTORNEY

Received: 9/1/19 11:30 PM

For Official Use Only:

QUAL: _____

DNO: _____

Experience

Training

Other: _____

PERSONAL INFORMATION

POSITION TITLE: COUNTY ATTORNEY		EXAM ID#: 085-19
NAME: (Last, First, Middle) Everett, Cynthia A.		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 2525 Ponce de Leon Blvd., Suite 300, Coral Gables, Florida 33134		EMAIL ADDRESS: cae@caeverett.com
HOME PHONE: (305) 598-4454	ALTERNATE PHONE: (305) 505-1256	NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: FL	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

PREFERENCES

MINIMUM COMPENSATION: \$190,000.00 per year	ARE YOU WILLING TO RELOCATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day, Evening, Night, Weekends, On Call (as needed)	

EDUCATION

DATES: From: 8/1979 To: 5/1982	SCHOOL NAME: George Washington University	
LOCATION: (City, State) Washington, DC, District of Columbia	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Professional
MAJOR: Law		UNITS COMPLETED:
DATES: From: 8/1975 To: 12/1978	SCHOOL NAME: Florida State University	
LOCATION: (City, State) Tallahassee, Florida	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Government		UNITS COMPLETED:

WORK EXPERIENCE

DATES: From: 12/2018 To: Present	EMPLOYER: Cynthia A. Everett, P.A.	POSITION TITLE: Managing Partner
ADDRESS: (Street, City, State, Zip Code) 2525 Ponce de Leon Boulevard, Suite 300, Coral Gables, Florida, 33134		COMPANY URL:
PHONE NUMBER: (305) 598-4454	SUPERVISOR: Cynthia Everett - Managing Partner	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED:	
DUTIES: Representing clients in the areas of labor and employment and local government law including litigation, appeals, arbitration, mediation, contact negotiations, internal investigations and advising on policy, compliance and ethics.		
REASON FOR LEAVING: Current position		
DATES: From: 4/2019 To: Present	EMPLOYER: University of Miami Law School	POSITION TITLE: Senior Career Consultant
ADDRESS: (Street, City, State, Zip Code) 1311 Miller Drive, Ste. A-110, Coral Gables, Florida, 33134		COMPANY URL: www.law.miami.edu
PHONE NUMBER: 3052842886	SUPERVISOR: Marcelyn Cox - Assistant Dean	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 0	
DUTIES: Consultant with the University of Miami Law School Career Development Office focusing on diversity and inclusion. Provide advice and counseling to law students and law alumni on career opportunities and employment issues.		
REASON FOR LEAVING: Current Position		
DATES: From: 7/2013 To: 5/2018	EMPLOYER: City of Fort Lauderdale	POSITION TITLE: City Attorney
ADDRESS: (Street, City, State, Zip Code) 100 North Andrews Avenue, Fort Lauderdale, Florida, 33301		COMPANY URL: www.fortlauderdale.gov
PHONE NUMBER: (954) 828-5004	SUPERVISOR: City Commission - City Commission	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 55	# OF EMPLOYEES SUPERVISED:	
DUTIES: Served as chief legal officer for city of 165,000 and as general counsel for the City of Fort Lauderdale Community Redevelopment Agency. Managed a staff of eleven attorneys and multiple support personnel; supervised outside counsel; developed annual budgets; prepared and reviewed ordinances, resolutions, contracts and related legal documents in the areas of land use and zoning, labor and employment, real estate, public works, public safety, public finance, grants, and economic development; provided legal advice and opinions to the City Commission, executive officers and department directors, provided guidance and opinions in the areas of ethics, conflicts of interest, elections, public records and government in the sunshine issues; attended all City Commission and Board meetings, conducted, and assisted in, investigations of complaints of local, state and federal laws as requested, and represented the City in legal matters before state and federal courts, and administrative agencies.		
REASON FOR LEAVING: Contract terminated		
DATES: From: 11/1999 To: 12/2013	EMPLOYER: Cynthia A. Everett, P.A.	POSITION TITLE: Managing Partner
ADDRESS: (Street, City, State, Zip Code) 7700 North Kendall Drive, Suite 703, Miami, Florida, 33156		COMPANY URL:
PHONE NUMBER: (305) 598-4454	SUPERVISOR: Cynthia Everett - Managing Partner	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 60	# OF EMPLOYEES SUPERVISED: 2	
DUTIES: Practiced in the areas of labor and employment, local government and insurance defense law. Served as Village Attorney and chief legal officer for the Village of Pinecrest, Florida (1999-2013). Provided legal advice to the Village Council, Village officials and Village staff; attended all regular and special meetings of the Village Council; attended code enforcement and planning board meetings and handled litigation matters involving land use and zoning, contractual matters, civil forfeitures and appeals. Conducted and assisted in investigations of complaints of violations of local, state and federal laws. Served as Special Counsel for the City of Miami Civil Service Board and the City of North Miami, as an investigator for the City of Hallandale Beach, and served as special magistrate for code enforcement for the Town of Miami Lakes.		
REASON FOR LEAVING: Closed practice to take an in-house position		
DATES: From: 8/1997 To: 10/1999	EMPLOYER: City of Opa-locka	POSITION TITLE: City Attorney
ADDRESS: (Street, City, State, Zip Code) 780 Fisherman Street, Opa-locka, Florida, 33054		COMPANY URL: www.opalockafl.gov
PHONE NUMBER: (305) 953-2868	SUPERVISOR: City Commission - City Commission	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 50	# OF EMPLOYEES SUPERVISED: 2	
DUTIES: Served as chief legal officer for city of 17,000. Provided legal advice to city officials and department heads. Handled litigation matters involving labor and employment law, tort and contractual matters, as well as zoning and other municipal issues.		
REASON FOR LEAVING: Founded a private practice		
DATES: From: 5/1995 To: 7/1997	EMPLOYER: Law Offices of Williams and Associates	POSITION TITLE: Senior Attorney
ADDRESS: (Street, City, State, Zip Code) 80 SW 8th Street, Miami, Florida, 33127		COMPANY URL:
PHONE NUMBER: (305) 000-0000	SUPERVISOR: Thomasina Williams - Managing Partner	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 50	# OF EMPLOYEES SUPERVISED:	
DUTIES: Practiced in federal and state courts in the following areas: personal injury, medical malpractice, commercial litigation, employment law, including discrimination and wrongful termination. Represented parties in administrative hearings before the Florida Public Employees Relations Commission and the U.S. Equal Employment Opportunity Commission. Served as a Hearing Examiner for bid protest matters for Miami-Dade County. The firm is no longer active.		
REASON FOR LEAVING: Accepted another position		

DATES: From: 2/1989 To: 5/1995	EMPLOYER: United States Attorney's Office-Southern District of Florida	POSITION TITLE: Assistant U.S. Attorney
ADDRESS: (Street, City, State, Zip Code) 99 NE 4th Street, Miami, Florida, 33132		COMPANY URL: www.justice.gov/usao-sdfl
PHONE NUMBER: (305) 961-9001	SUPERVISOR: Wendy Jacobus - Division Chief	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 50	# OF EMPLOYEES SUPERVISED:	
DUTIES: Defended the United States in civil lawsuits involving personal injury, medical malpractice, employment discrimination and other general civil cases. Prosecuted civil fraud, contract, labor and civil forfeiture cases.		
REASON FOR LEAVING: Accepted another position		
DATES: From: 6/1982 To: 2/1989	EMPLOYER: Miami-Dade State Attorney's Office	POSITION TITLE: Assistant State Attorney
ADDRESS: (Street, City, State, Zip Code) 1350 NW 12th Avenue, Miami, Florida, 33136		COMPANY URL: www.miamisao.com
PHONE NUMBER: (305) 961-9001	SUPERVISOR: Kevin DiGregory - Division Chief	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 50	# OF EMPLOYEES SUPERVISED:	
DUTIES: Prosecuted criminal cases in county, juvenile and circuit courts. Served as Felony Division Chief (1987-1989). Supervised three attorneys; prosecuted homicide and other specially assigned criminal cases.		
REASON FOR LEAVING: Accepted another position		

CERTIFICATES AND LICENSES

TYPE: Bar License	
LICENSE NUMBER: 350400	ISSUING AGENCY: The Florida Bar

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Additional Information See resume

REFERENCES

REFERENCE TYPE: Professional	NAME: Bobby DuBose	POSITION: State Representative
ADDRESS: (Street, City, State, Zip Code) 128 SE 1st Street, Fort Lauderdale, Florida 33301		
EMAIL ADDRESS: bobby.dubose@myfloridahouse.gov		PHONE NUMBER: (954) 467-4206
REFERENCE TYPE: Professional	NAME: Cynthia Hibnick	POSITION: Attorney
ADDRESS: (Street, City, State, Zip Code) 1 Alhambra Plaza, Ste 1410, Coral Gables, Florida 33134		
EMAIL ADDRESS: cbh@lubellrosen.com		PHONE NUMBER: 305-671-7771
REFERENCE TYPE: Professional	NAME: Eugene Pettis	POSITION: Attorney
ADDRESS: (Street, City, State, Zip Code) 1 Financial Plaza, F17, Fort Lauderdale, Florida 33394		
EMAIL ADDRESS: epettis@hpslegal.com		PHONE NUMBER: (954) 523-9922

Agency-Wide Questions

- VETERANS' PREFERENCE** Leon County gives preference in appointment to eligible veterans and their family as defined in Chapter 295, Laws of Florida. An applicant eligible for Veterans' Preference who believes he or she was not afforded employment preference in accordance with Florida Statutes and regulations may file a complaint. The complaint shall be filed within 60 calendar days from the date that the notice of hiring decision by the County is received by the applicant. For information on how to submit a complaint, visit the Florida Department of Veterans' Affairs at <http://floridavets.org>
1. **Are you claiming Veterans' Preference?**
No
- VETERANS' PREFERENCE CONT.** If you selected 'Yes' above, check the appropriate type of Veterans' Preference below.
NOTE: Documentation substantiating your claim must be furnished at the time of application to: LCHR_Recruitment@leoncountyfl.gov. DO NOT ATTACH DOCUMENTATION TO YOUR APPLICATION!
2. **Are you a current Leon County Government employee?**
No
3. **Have you ever been a defendant in a civil action for intentional tort?**
Yes
4. **If you answered "Yes" to the above, describe the nature of the intentional tort and the disposition of the action. If No, type N/A.**
David Solomon v. Supreme Court of Florida, et al., Case No.: 00-007024 CA 01
As a member of The Florida Bar Board of Governors, I and all of the members of the Board, and members of the Supreme Court, were sued individually by Mr. Solomon because of disciplinary action taken against him by the Board and the Supreme Court. I do not recall the nature of the allegations and I could not located court information on the matter. The lawsuit was dismissed by the court.
Zenaida Gomez v. Cynthia A. Everett, et al., Case No.: 13-13246 CA 24
This was an action for malicious prosecution and abuse of process. The lawsuit stemmed from a forfeiture action in which I as the Village Attorney, through my firm, represented the Village of Pinecrest. The lawsuit was dismissed by the court.
5. **CRIMINAL HISTORY INFORMATION** If your answers to the following questions on criminal history are not truthful, you may not be hired. If you are not sure or do not remember what happened in a criminal case(s), contact the appropriate county, state, or federal agency so that you can report accurate information on your criminal history. A "YES" answer to any question(s) will not automatically bar you from employment. The nature, job-relatedness, severity, and date of the offense(s) in relation to the duties of the position for which you are applying are considered. Prior to employment, a criminal history screening will be conducted on the selected applicant to verify the information below.
6. **Have you ever been convicted of a felony or a first-degree misdemeanor?**
No
7. **If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. NOTE: If this is not applicable, please type 'NA' in the space below.**
NA
8. **Have you ever pled Nolo Contendere or pled Guilty to a crime that is a felony or a first-degree misdemeanor?**
No
9. **If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. NOTE: If this is not applicable, please type "NA" in the space below.**
NA
10. **Have you ever had the adjudication of guilt withheld for a crime that is a felony or a first-degree misdemeanor?**
No
11. **If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. NOTE: If this is not applicable, please type "NA" in the space below.**
NA
12. **Do you have a valid driver's license?**
Yes
13. **Do you have a commercial driver's license?**
No
14. **CITIZENSHIP/AUTHORIZATION TO WORK** Leon County BCC hires only United States citizens and lawfully authorized alien workers. If offered employment, you must provide proof of citizenship or authorization to work in the U.S. Are you a U.S. Citizen?
Yes
15. **Do you possess an I-151, an I-1551, or an I-94 card stamped "Employment Authorized?"**
No
16. **Are you a displaced employee from a State of Florida agency or department? If Yes, please attach your Notice of Layoff from the State of Florida with submission of your completed application.**
No
17. **To your knowledge, do you have any relatives working for the Leon County Government?**
No

19. **If you answered 'Yes' to the above, please list: 1) Name; 2) Relationship; 3) Job Title; 4) Worksite. If not applicable, type N/A in the space below.**
N/A
20. **LICENSURE/BONDING List any professional or occupational licenses, certificates, or registrations which you currently hold (i.e., Professional Engineer, Wastewater Operator Certificate, Certified Professional Secretary, MCSE, etc.) If not applicable, type N/A in space below.**
Florida Bar
District of Columbia Bar
Florida Supreme Court Mediator
Florida Supreme Court Qualified Arbitrator
21. **LICENSURE/BONDING CONT. Have you ever been bonded? If 'Yes', list jobs where you have been bonded. If not applicable, type 'N/A' in the space below.**
N/A
22. **OFFICE SKILLS Please indicate areas of competency (if applicable).**
23. **If you checked that you possess computer skills, please list specific software programs you have used and your level of experience: beginner, intermediate, advanced or expert.**
24. **If you selected that you possess shorthand and/or typing skills, please list how many words per minute. Shorthand - Typing -**
25. **TRADES SKILLS Check any/all that apply:**
26. **For each of the trade skills above that you selected, please provide details and years of experience in that trade. If not applicable, type N/A.**
27. **EQUIPMENT OPERATION Please indicate which of the following you have operated.**
28. **Please list how many years you have operated each piece of equipment selected above.**
29. **OTHER SKILL AREAS/TRAINING List below any courses, seminars, workshops, conferences, or other training that are especially relevant in preparing you for this position. Please list only relevant courses, but be sure to give complete and meaningful information so your training can be evaluated fairly (course title, length, content, etc.)**
30. **Where did you first hear about this opportunity?**
Friend
31. **If you selected "Other" above, please list source. If not applicable, type N/A.**
N/A
32. **NOTICE OF INTENT TO OBTAIN A CONSUMER REPORT. [Please Click Here to Read](#)**
I have read the Notice of Intent to Obtain a Consumer Report.
33. **DISPLACED STATE OF FLORIDA WORKER. [Please Click Here to Read](#)**
I have read the Displaced State of Florida Worker.
34. **NOTICE TO APPLICANTS and ADDITIONAL POLICIES. [Please Click Here to Read](#)**
I have read the Notice to Applicants and Additional Policies.
35. **NOTICE OF VETERAN'S PREFERENCE. [Please Click Here to Read](#)**
I have read the Notice of Veteran's Preference.

Job Specific Supplemental Questions

- 1. **Are you a graduate from an accredited law school with a Juris Doctor Degree?**
Yes
- 2. **Are you currently a member of the Florida Bar and in good standing?**
Yes
- 3. **Do you have a minimum of 10 years of progressively responsible experience in practicing law?**
Yes
- 4. **How many years of experience do you have in practicing local government law?**
10+
- 5. **How many years of experience do you have in litigation, ordinance drafting, resolution drafting, and advising boards and constitutional officers?**
10+
- 6. **Do you have experience supervising or managing other attorneys?**
Yes
- 7. **Do you have Florida county government experience?**
Yes

The following terms were accepted by the applicant upon submitting the online application:

NOTE: Once you have clicked the "Accept & Submit" button, you will not be able to return and edit your application. Please ensure that your application is complete and any documents that you wish to attach have been attached prior to clicking this button.

By clicking on the 'Accept & Submit' button, I hereby certify that all statements made in this application and any attachments to it are true. I understand that any misstatement, misrepresenting or omission of fact may cause my application not to be considered; or, if I am employed, may cause my immediate dismissal. I authorize the Human Resources Director of Leon County Board of County Commissioners to verify information contained in this application and attachments. I further authorize anyone having such information to release it. I understand that a criminal background check (consumer report) is a required condition of employment. I further understand that, if I am selected for employment, prior to appointment I will be required to successfully pass a pre-employment drug test. I have no objection to having my record cleared through appropriate law enforcement agencies.

This application was submitted by Cynthia A. Everett on 9/1/19 11:30 PM

Signature _____

Date _____

CYNTHIA A. EVERETT

cae@caeverett.com
(305) 598-4454

September 1, 2019

Leon County Board of County Commissioners
City Hall, 5th Floor
Leon County Courthouse
301 S. Monroe Street
Tallahassee, FL 32301

Re: County Attorney, Leon County

Enclosed is my résumé for consideration for the position of County Attorney for Leon County, Florida.

As a seasoned attorney with significant experience, my qualifications for the position of county attorney include previous experience as the chief legal officer for the Florida municipalities of Opa-locka, Pinecrest and Fort Lauderdale as their municipal attorney. I have also served as an Assistant State Attorney for Miami-Dade County and an Assistant United States Attorney for the Southern District of Florida.

These positions have provided me with experience in litigation, managing and directing professional and support staff employees, preparing budgets, drafting documents, interacting with elected and appointed officials, the public and the media, and as a local government attorney, regularly providing advice and opinions on substantive, local government law issues in the areas of land use and zoning, public works, public safety, public finance, human resources, civil forfeitures, ethics, conflicts, public meetings and public records.

I welcome the opportunity to further discuss my qualifications for this position and to answer any questions. I may be contacted by telephone at (305) 598-4454 or by email at cae@caeverett.com.

Very truly yours,



Cynthia A. Everett

CYNTHIA A. EVERETT
(305) 598-4454 | cae@caeverett.com

PROFESSIONAL EXPERIENCE

Cynthia A. Everett, P.A., Coral Gables, Florida
Managing Attorney, 2018 - present

Practicing in the areas of labor and employment and local government law including litigation, appeals, arbitration, mediation, contract negotiations, collective bargaining, investigations and advising on policy, compliance and ethics. Board certified by The Florida Bar in labor and employment law and a Florida Supreme Court Qualified Arbitrator and a Florida Supreme Court certified county, circuit and appellate mediator.

University of Miami School of Law, Coral Gables, Florida
Assistant Director/Director, Diversity, Equal Opportunity and Inclusion, Career Development Office, 2019 - present

Assist and advise law students and law alumni with career planning for law firm, corporate, public and non-profit employment opportunities; responsible for recruitment, outreach, and access to ensure that University diversity goals are met for both employment seekers and employers.

City Attorney, City of Fort Lauderdale, Fort Lauderdale, Florida
2013 – 2018

Served as chief legal officer for city of 165,000 and as general counsel for the City of Fort Lauderdale Community Redevelopment Agency. Managed a staff of eleven attorneys and multiple support personnel; supervised outside counsel; developed annual budgets; prepared and reviewed ordinances, resolutions, contracts and related legal documents in the areas of land use and zoning, labor and employment, real estate, public works, public safety, public finance, grants, and economic development; provided legal advice and opinions to the City Commission, executive officers and department directors, provided guidance and opinions in the areas of ethics, conflicts of interest, elections, collective bargaining, public records and government in the sunshine issues; attended all City Commission and Board meetings, conducted, and assisted in, investigations of complaints of local, state and federal laws as requested, and represented the City in legal matters before state and federal courts, and administrative agencies.

CYNTHIA A. EVERETT
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EXPERIENCE (continued)

Cynthia A. Everett, P.A., Miami, Florida

Managing Attorney

Village Attorney, Village of Pinecrest, Pinecrest, Florida

1999-2013

General Counsel, Our Kids of Miami-Dade/Monroe, Inc., Miami, Florida

2005-2011

Practiced in the areas of labor and employment, local government and insurance defense law. Served as Village Attorney and chief legal officer for the Village of Pinecrest, Florida (1999-2013). Provided legal advice to the Village Council, Village officials and Village staff; attended all regular and special meetings of the Village Council; attended code enforcement and planning board meetings and handled litigation matters involving land use and zoning, contractual matters, civil forfeitures and appeals. Conducted and assisted in investigations of complaints of violations of local, state and federal laws. Served as Special Counsel for the

City of Miami Civil Service Board and the City of North Miami, as an investigator for the City of Hallandale Beach, and served as special magistrate for code enforcement for the Town of Miami Lakes.

Adjunct Law Professor, Florida International University College of Law, Miami, Florida

2004 - 2008

Taught upper division courses in Employment Discrimination and Local Government Law.

City Attorney, City of Opa-locka, Opa-locka, Florida

1997 - 1999

Served as chief legal officer for city of 17,000. Provided legal advice to city officials and department heads. Handled litigation matters involving labor and employment law, tort and contractual matters, as well as zoning and other municipal issues.

Law Offices Williams & Associates, P.A., Miami, Florida

Senior Associate, 1995 - 1997

Practiced in federal and state courts in the following areas: personal injury, medical malpractice, commercial litigation, employment law, including discrimination and wrongful termination. Represented parties in administrative hearings before the Florida Public Employees Relations Commission and the U.S. Equal Employment Opportunity Commission. Served as a Hearing Examiner for bid protest matters for Miami-Dade County.

CYNTHIA A. EVERETT
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EXPERIENCE (continued)

United States Attorney's Office for the Southern District of Florida, Miami, Florida Assistant United States Attorney (Civil Division), 1989 - 1995

Defended the United States in civil lawsuits involving personal injury, medical malpractice, employment discrimination and other general civil cases. Prosecuted civil fraud, contract, labor and civil forfeiture cases.

Miami-Dade County State Attorney's Office, Miami, Florida Assistant State Attorney, 1982 - 1989

Prosecuted criminal cases in county, juvenile and circuit courts. Served as Felony Division Chief (1987-1989). Supervised three attorneys; prosecuted homicide and other specially assigned criminal cases.

BAR ADMISSIONS AND CERTIFICATIONS

- Admitted to The Florida Bar
- Admitted to the District of Columbia Bar
- Admitted to the District Court for the Southern and Middle Districts of Florida
- Admitted to the United States Court of Appeals for the Eleventh Circuit
- Admitted to the United States Supreme Court
- Supreme Court of Florida Certified Civil and Appellate Mediator
- Florida Bar Board Certified in Labor and Employment Law

EDUCATION

The George Washington University, Washington, D.C.
Juris Doctor, 1982

The Florida State University, Tallahassee, Florida
Bachelor of Arts, December 1978
Major: Government

PROFESSIONAL AFFILIATIONS

- Florida Municipal Attorneys Association, President-elect, 2017-2018
- The Florida Bar:
 - Leadership Academy Committee, 2013-2016
 - Annual Convention Committee, 2011-2013
 - Executive Council City, County and Local Government Law Section, 2004-2011

CYNTHIA A. EVERETT
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AFFILIATIONS (continued)

- Labor and Employment Law Certification Committee, 2000 to 2002
- Elections Committee, 1999-2000
- Long Range Planning Committee, 1999-present
- Executive Council Trial Lawyers Section, 1997 to 2003
- Board of Governors Special Committee on Election Reform, 1998
- Trial Lawyers Section and Labor and Employment Law Section, 1996 to present
- City, County and Local Government Law Section, 1997 to present
- Grievance Committee, 1991-1994, Chair, 1993-1994
- Student Education and Admissions to the Bar Committee, 1992-1995
- The Florida Bar Board of Governors, 1994 to 1998
- Rules Committee Chair, 1997-1998
- Pro Bono Legal Services Committee Chair, 1997-1998
- Disciplinary Review Committee, Chair, 1996 to 1997
- Board Review Committee on Professional Ethics, Vice-Chair, 1995-1996
- Special Committee to Study Board Composition, 1997
- President's Special Task Force on Advertising, 1995-1997
- National Bar Association:
 - Region XI Director, 2006 to 2007
 - Special Assistant to the President, 2005-2006
 - Chief of Staff to the President, 1994-1995
 - Chair, Resolutions Committee, 1994-1995
- Virgil Hawkins Florida Chapter National Bar Association General Counsel, 2004-2005
Treasurer, 1993 to 1997
- Broward County Bar Association
- Dade County Bar Association
- Federal Bar Association
- National Bar Association-Women Lawyers Division, Dade County Chapter k/n/a
Gwen S. Cherry Black Women Lawyers Association, President, 1989 to 1991
- State of Florida:
 - Eleventh Judicial Circuit Nominating Commission, 2004-2008
 - State of Florida Third District Court of Appeal Judicial Nominating Commission, 1991 to 1995
- United States District Court, Southern District of Florida:
 - Magistrate Judge Merit Selection Panel, 2009
 - Ad Hoc Committee on Court Annexed Mediation, 2007-2017
 - Ad Hoc Committee on Rules and Procedures, 2005-present
 - Ad Hoc Committee on Attorney Admissions, Peer Review and Attorney Grievance, 1997-1999

CYNTHIA A. EVERETT

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AFFILIATIONS (continued)

- Florida Association for Women Lawyers
- Black Lawyers Association, k/n/a Wilkie D. Ferguson, Jr. Bar Association:
 - President, 1999-2000
 - Co-Chair Election Committee, 2000-2001
 - Chair-Issues Committee, 2004-2005
- T. J. Reddick Bar Association
- Dade County Bar Put Something Back Program
- Volunteer Lawyers Project-Southern District of Florida

PROFESSIONAL AND CIVIC ACTIVITIES

- Moderator, “Election Trends and What you Should Know When Considering a Run for Public Office”, 5th Annual Women of Color Empowerment Conference, September 2015
- Moderator, “Sober News about Sober Houses”, Miami-Dade County League of Cities Third Annual Best Practices Conference, 2013
- Guest Speaker, “Conflict Resolution”, Alpha Kappa Alpha Pi Delta Omega Chapter Annual Weekend Retreat, 2013
- Panelist, American Bar Association, Emerging Issues In Healthcare Law Conference
- “Breast Cancer Legal Advocacy Workshop”, February 2013
- Speaker, Florida International University College of Law, Professionalism Workshop, January 2011
- Panelist, Miami-Dade FAWL Luncheon - “Taking Control of Your Career”, Jan. 2011
- Member, Miami-Dade County League of Cities, City Attorney’s Advisory Committee 2011-2013
- Fund-raising Committee, Miami-Dade County Law Library, 2008
- Co-Chair, 2007 Anti-Defamation League Jurisprudence Luncheon
- Co-Chair, National Bar Association Mid-Year Conference, 2007
- Law Day keynote speaker, Lawson E. Thomas Courthouse Center, Judge Ripplingille, May 2005
- Panelist, Florida Bar Minority Bar Summit, January 2005
- Panelist, Eleventh Judicial Circuit, New Judges Orientation, Fall 2004
- Panelist, Rachlin Cohen & Holtz LLP The 7th Annual Governmental Symposium, October 2001
- Speaker, Stetson University College of Law and The Florida Bar Labor & Employment Section Fifteenth National Conference on Labor and Employment Law, September 2001
- Participant, Florida Board of Bar Examiners Symposium for Bar Admission Strategies, March 2001

CYNTHIA A. EVERETT

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ACTIVITIES (continued)

- The Florida Bar Trial Advocacy Seminar, February 2000
- Seminar Workshop Leader, 1999 International Association of Black Professional Firefighters, Inc. Fall Conference
- Speaker, The Florida Bar Government Lawyer Section and American Bar Association Government and Public Sector Lawyers' "Professionalism Under the Palms" Seminar, May 1999
- Speaker, Nova University College of Law Symposium on Professionalism, 1998
- Panelist, 1997, the Florida Bar All Bar Conference, "Increasing Membership & Inclusivity In Your Bar Organization"
- Presenter, "An Overview of Non-Compete Agreements", National Bar Association Corporate Counsel Conference, New York, New York, 1997
- Speaker, "Women In The Law" Luncheon, Southern Regional Black Law Students Association Convention, 1995
- Member, Florida Bar Meritorious Public Service Award, 1994
- Steering Committee, The Women's Hemispheric Conference, 1994
- Chief of Staff to President, National Bar Association, 1993-1994
- Instructor, U.S. Department of Justice Civil Trial Advocacy Course, Washington, D.C., 1993

HONORS AND AWARDS

- T.J. Reddick Bar Association Achievement in the Profession Award, 2018
- Gwen S. Cherry Black Women Lawyers Association Community Pillar Honoree, 2018
- The Florida Bar City, County, Local Government H. Hamilton "Chip Rice", Jr. Award, 2013
- U. S. District Court for the Southern District of Florida Black History Month Committee Legal Trailblazer Award, 2011
- Wilkie D. Ferguson, Jr. Bar Association Foundation Distinguished Honoree Award 2010
- Miami-Dade Florida Association of Women Lawyers 2009 Mattie Belle Davis Award
- Alpha Kappa Alpha, Pi Delta Omega Chapter 2009 Spirit Award
- Equal Opportunities in the Profession Award, The Florida Bar Equal Opportunities Law Section, 2006
- Put Something Back Pro Bono Service Award, July 1999
- Delta Sigma Theta, Sorority, Inc., Miami Alumnae Chapter, Outstanding Achievement in Law Award, March 1999
- Champions of Change Award, St. Thomas University Black Law Students Association, 1998
- Black Lawyers Association, Inc. Honoree, 1996

CYNTHIA A. EVERETT

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HONORS AND AWARDS (continued)

- University of Miami Black Law Students Association Nelson Mandela Award, 1995
- Member, Florida Bar Meritorious Public Service Award, 1994
- National Bar Association Presidential Award, 1994
- Florida Trend Florida's Legal Elite, South Florida Legal Guide Top Attorney
- Florida Super Lawyers®
- AV Rated-Martindale Hubbell

CIVIC AND COMMUNITY AFFILIATIONS

- Chair, Board of Directors, Cherry Bar Foundation
- Miami-Dade County League of Cities City Attorney's Advisory Committee
- Miami-Dade County Ethics Task Force Member
- United States Selective Service Board Member
- Gwen Cherry Park Foundation: Board Member and Treasurer
- United Way of Dade County: Board of Trustees/1993 Campaign Cabinet
- NAACP
- Miami Partners for Progress
- Mentor, University of Miami School of Law, Professional Opportunities Program
- Literacy for Every Adult in Dade/JUMP Advisory Council
- Cities in Schools of Miami, Inc.

Cynthia Everett

Reference Check



Telephone Reference Check

References can be checked as soon as interviews are completed and the selection team has reached consensus on the recommended candidate. A reference check is required only for the top candidate. If unable to contact a reference on the first attempt, make two more attempts on separate dates and document below.

General Information

Applicant: <u>Cynthia Everett</u>	Date: <u>10/3/2019</u>
Applicant's Employer: <u>University of Miami Law School</u>	Phone: <u>305-510-5491</u>
Name of Person Contacted: <u>Marcelyn Cox</u>	
Title of Person Contacted: <u>Assistant Dean</u>	

My name is {Name} with Leon County. I would like to verify information given to me by {Applicant's Name} who is applying for the position of {Position Name} with Leon County.

1. What was the job title? Senior Career Consultant

2. Were you the direct supervisor of the applicant? Yes No If no, who was the direct supervisor at the time the applicant separated from this employment? _____

3. What were the dates of employment? From: April 2019 To: Present

4. What were the duties and responsibilities of his/her job? [Please attach an additional page if necessary.]

Counsels law students with regard to their career path; helps students with professional development, mock interviews, et cetera; collects employment data and statistics; networks with attorneys and judges.

5. Would you evaluate the overall quality of work performed as: [Please check the appropriate one]
 Outstanding Good Average BelowStandard Unsatisfactory

6. Could you please comment on this person's ability to work with and relate to:
Management? She's easy to work with, she volunteers, she's very respectful, understands hierarchy, and is very comfortable in her role as a manager.
Peers? She is very well respected.
The Public? Yes, she's good. Her communication and interpersonal skills are exceptional.

7. Could you briefly comment on the applicant's:
Strengths? Her lawyering skills and vast law experience; her ability to work well with people; her strong communication skills.
Opportunities for improvement? She handles things well above expectations; no improvement needed.

8. Was this person in a supervisory role? Yes No If yes, how would you define the applicant's management style? _____

9. Would you rehire this applicant in their current position or position last held?

Yes No

If no, please explain why. _____

10. Given the applicant's performance in the current or last position held, would you support a promotion?

Yes No If no, please explain why.

11. Would you please comment on this applicant's:

Dependability on work assignments? Yes, very dependable. A consummate professional; she totally gets it and meets deadlines.

Ability to take on new responsibilities? Yes, she's a seasoned professional.

Potential for advancement? Yes.

Degree of supervision needed? None needed.

Overall attitude? Excellent. She is very willing to roll up her sleeves to get the job done.

12. Has any derogatory information provided above been discussed with the employee?

Yes No N/A

13. Is there anything else of related significance we should know about {Applicant's Name}?

She is exceptional and wherever she works she will be productive. If she joins your organization, you will greatly benefit.

14. If available, what is the most recent evaluation score or rating, and date completed for {Applicant's Name}?

a. Evaluation score/rating: N/A Date: _____

15. Date personnel file was reviewed: N/A

If the personnel file was not reviewed, please explain why.

16. If unable to complete the reference check in its entirety, please explain why.

N/A

Sherry

Verification Completed by

Marson

Print Last Name

Initials of Verifier	Date	Time
Attempt #1		
Attempt #2		
Attempt #3		

PERSONAL REFERENCE QUESTIONS

Name of Applicant: Cynthia Everett

Position Applied For: County Attorney

1. How long have you known the candidate? For about 30 years
2. What is your relationship with the candidate? Multiple relationships with her; first met her when she was on the National Bar Assoc. Women Law Division (now called Gwen S. Cherry Black Women Lawyers Association) and we became friends. I worked under her as a Consultant while she was City Attorney, I've worked with her, collaborated with her on voluntary Bar organizations, and we have worked together on several Bar national events. I consulted with her while she was Village of Pinecrest Attorney. We travel together. I have a unique perspective to judge her personal and professional qualities.
3. Would you describe the candidate as a leader? Absolutely If yes, why? When she was the City Attorney in there were at least 25 people in her department. She also taught at FAU as well. She is a leader both professionally and voluntarily. She was a Board of Governors committee member for years and also assisted with the Florida Bar Leadership Academy. She's very involved and anything she does, she does in leadership. Her thought is if you're going to be there, be there; don't just show up.
4. Have you ever worked on a project with this individual? Yes If yes, did the candidate follow through with his/her portion of the duties or responsibilities? When she got to the City of Fort Lauderdale as City Attorney she identified what she considered serious security and HIPPA concerns and then went to the Board of County Commission to have them conduct a HIPPA and IT security analysis. I also worked very close with her on the FL Bar annual convention which was a two year process. While there she asked participants to donate to a local food bank there in the Orlando area to help raise awareness of the many people in the area without food.

5. How does the candidate react in stressful situations? **She is cool under pressure; focused; commanding without being aggressive; she's the real deal.**

6. How does the candidate relate to others? **She's always completely professional. She's not shy about letting people know her thoughts and opinions. She's happy to teach and train. I have heard that particularly male, white people are often intimidated by her but I don't see why.**

7. In your experience with the candidate, have you found him/her to be:

Reliable? **Absolutely** Patient? **Most of the time; always polite and respectful**
Compassionate? **Very, very, very; always there about someone who is less fortunate**
Motivated? **Quite**

8. Please complete the following sentences regarding the candidate:

a. I would best describe this individual as **a dynamic leader; an honest, caring, and meticulous person.**

b. This person's strengths include **Her intelligence, her stamina, her leadership abilities, her tenacity, time management, and she's good with people.**

c. This person could be more effective if he/she worked to improve **I think she's very effective; I can't think of anything.**

9. Is there anything else you might be able to tell us about his individual that would help us to make an employment decision? **She's very dedicated; very loyal; makes sure things are completed—sees things through; and she is a fierce advocate. I can't recommend her highly enough for this position or any position.**

Cynthia Hibnick
Person giving reference

10/2/2019
Date

PERSONAL REFERENCE QUESTIONS

Name of Applicant: Cynthia Everett

Position Applied For: County Attorney

1. How long have you known the candidate? 25-30 years
2. What is your relationship with the candidate? Professional in different capacities. I've worked with her on Bar activities when she was the City Attorney with the City of Fort Lauderdale and when I was on the Board for the Florida Bar Association.
3. Would you describe the candidate as a leader? Absolutely If yes, why? I've seen her lead in several capacities. I've counseled and worked with her in various leadership capacities; she's definitely a leader.
4. Have you ever worked on a project with this individual? Yes If yes, did the candidate follow through with his/her portion of the duties or responsibilities? Yes, absolutely.
5. How does the candidate react in stressful situations? Cynthia is a pretty cool customer. The City Attorney position is the type of position that's kind of in the hot seat, and she's able to handle it well. Between the management of staff, and the being the City Attorney, I've watched her juggle and maintain things really well. Specific cases that have gone to a County-wide level with County media implications and Cynthia was able to remain calm throughout. She's able to manage among the different tiers in municipal government.
6. How does the candidate relate to others? I think she relates well. In 2019, people are still getting used to women in power; especially women of color in power and she has handled herself well in different settings.

7. In your experience with the candidate, have you found him/her to be:

Reliable? **Absolutely** Patient? **Yes; as patient as she could be. There's a thin line between patience and leadership.** Compassionate? **Yes, she balances it well.** Motivated? **Yes**

8. Please complete the following sentences regarding the candidate:

a. I would best describe this individual as **a dynamic young lady. There are multi-levels to her; she's always engaged in the broader community.**

b. This person's strengths include **a kind heart, compassionate, wants to make any situation she's in better.**

c. This person could be more effective if he/she worked to improve **being more effective in understanding the different dynamics of people from all walks of life.**

9. Is there anything else you might be able to tell us about his individual that would help us to make an employment decision? **I think she's a good one. I think she's an experienced municipal government attorney. She has practical experience as well as administrative experience. I was on the search committee with the City of Ft. Lauderdale with 20 candidates and she was the committee's unanimous choice.**

Eugene Pettis
Person giving reference

10/3/2019
Date

Mark Moriarty

Application

EMPLOYMENT APPLICATION



LEON COUNTY GOVERNMENT
315 S. Calhoun Street
Tallahassee, Florida 32301
850-606-2400
<http://www.leoncountyfl.gov>

Moriarty, Mark
085-19 COUNTY ATTORNEY

Received: 8/30/19 3:36 PM

For Official Use Only:

QUAL: _____

DNO: _____

Experience

Training

Other: _____

PERSONAL INFORMATION

POSITION TITLE: COUNTY ATTORNEY		EXAM ID#: 085-19
NAME: (Last, First, Middle) Moriarty, Mark		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 13270 Famiglia Dr, Venice, Florida 34293		EMAIL ADDRESS: mmoriarty2016@outlook.com
HOME PHONE: (239) 277-1164	ALTERNATE PHONE:	NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: FL	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

PREFERENCES

MINIMUM COMPENSATION: \$0.00 per hour; \$175,000.00 per year	ARE YOU WILLING TO RELOCATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day	

EDUCATION

DATES: From: To:	SCHOOL NAME: Delaware Law School: Widener University	
LOCATION: (City, State) Wilmington, Delaware	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Doctorate
MAJOR: JD	UNITS COMPLETED:	
DATES: From: To:	SCHOOL NAME: University of Delaware	
LOCATION: (City, State) Newark, Delaware	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Political Science / Economics	UNITS COMPLETED:	

WORK EXPERIENCE

DATES: From: 9/2017 To: Present	EMPLOYER: City of Cape Coral	POSITION TITLE: Assistant City Attorney
ADDRESS: (Street, City, State, Zip Code) 1015 Culteral Park Blvd, Cape Coral, Florida, 33990		COMPANY URL: www.capecoral.net
PHONE NUMBER: 239-574-0408	SUPERVISOR: Dolores Menendez - City Attorney	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 50	# OF EMPLOYEES SUPERVISED: 0	
DUTIES: Represent the City of Cape Coral City Council, and the City of Cape Coral Charter School Authority		
REASON FOR LEAVING: N/A		
DATES: From: 9/2014 To: 6/2017	EMPLOYER: City of North Port	POSITION TITLE: City Attorney
ADDRESS: (Street, City, State, Zip Code) North Port, Florida		COMPANY URL: www.cityofnorthport.com/
PHONE NUMBER: (941) 429-7260	SUPERVISOR: City Commission - City Commission	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 2	

DUTIES: The city's first In-house city attorney responsible for all the legal affairs of the City of North Port. The office provides in-house legal services to the city commission, the charter officers, the Police Department, boards, departments, and 580 employees in all facets of the law including but not limited to litigation, corporate governance, regulatory compliance, employment law, and contracts.		
REASON FOR LEAVING: High Commission turnover. The City of North Port City Commission is a 5 member board. In 2.5 years the commission had 10 different commissioners.		
DATES: From: 1/1996 To: 9/2014	EMPLOYER: City of Fort Myers	POSITION TITLE: Assistant City Attorney
ADDRESS: (Street, City, State, Zip Code) Fort Myers, Florida		COMPANY URL: https://www.cityftmyers.com/
PHONE NUMBER: 239-321-7631	SUPERVISOR: Grant Alley - City Attorney	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 6	
DUTIES: Florida Assisted the City Attorney in providing legal services to the City Council, Mayor, City Manager, the Police Department, officers, employees and boards. Litigated torts, contracts and construction disputes.		
REASON FOR LEAVING: Higher responsibility, greater challenge.		
DATES: From: 1/2001 To: 9/2014	EMPLOYER: City of Fort Myers	POSITION TITLE: Risk Manager
ADDRESS: (Street, City, State, Zip Code) Fort Myers, Florida		COMPANY URL: https://www.cityftmyers.com/
PHONE NUMBER: 239-321-7631	SUPERVISOR: Grant Alley - City Attorney	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 3	
DUTIES: City of Fort Myers, Florida Administered the city's self-insurance funds, excess property & casualty insurance programs, casualty claims, workers' compensation claims and the city's safety program.		
REASON FOR LEAVING: Higher responsibility, greater challenge.		

CERTIFICATES AND LICENSES

TYPE: Board Certified Specialist in City County Local Government Law	
LICENSE NUMBER:	ISSUING AGENCY: The Florida Bar
TYPE: Risk Management	
LICENSE NUMBER:	ISSUING AGENCY: American Insurance Institute
TYPE: Professional Registered Parliamentarian	
LICENSE NUMBER:	ISSUING AGENCY: National Association of Parliamentarians

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

REFERENCE TYPE: Professional	NAME: Grant Alley	POSITION: Fort Myers City Attorney
ADDRESS: (Street, City, State, Zip Code) City of Fort Myers,		
EMAIL ADDRESS: galley@cityfortmyers.com		PHONE NUMBER: 239-321-7046
REFERENCE TYPE: Professional	NAME: Amber Slayton	POSITION: North Port City Attorney
ADDRESS: (Street, City, State, Zip Code) City of North Port,		
EMAIL ADDRESS: aslayton@northport.com		PHONE NUMBER: (941) 429-7260

Agency-Wide Questions

- VETERANS' PREFERENCE** Leon County gives preference in appointment to eligible veterans and their family as defined in Chapter 295, Laws of Florida. An applicant eligible for Veterans' Preference who believes he or she was not afforded employment preference in accordance with Florida Statutes and regulations may file a complaint. The complaint shall be filed within 60 calendar days from the date that the notice of hiring decision by the County is received by the applicant. For information on how to submit a complaint, visit the Florida Department of Veterans' Affairs at <http://floridavets.org>
1. Are you claiming Veterans' Preference?
No
- VETERANS' PREFERENCE CONT.** If you selected 'Yes' above, check the appropriate type of Veterans' Preference below.
NOTE: Documentation substantiating your claim must be furnished at the time of application to:
LCHR_Recruitment@leoncountyfl.gov. DO NOT ATTACH DOCUMENTATION TO YOUR APPLICATION!
2. Are you a current Leon County Government employee?
No
3. Have you ever been a defendant in a civil action for intentional tort?
No
4. If you answered "Yes" to the above, describe the nature of the intentional tort and the disposition of the action. If No, type N/A.
N/A
- CRIMINAL HISTORY INFORMATION** If your answers to the following questions on criminal history are not truthful, you may not be hired. If you are not sure or do not remember what happened in a criminal case(s), contact the appropriate county, state, or federal agency so that you can report accurate information on your criminal history. A "YES" answer to any question(s) will not automatically bar you from employment. The nature, job-relatedness, severity, and date of the offense(s) in relation to the duties of the position for which you are applying are considered. Prior to employment, a criminal history screening will be conducted on the selected applicant to verify the information below.
5. Have you ever been convicted of a felony or a first-degree misdemeanor?
No
6. If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. NOTE: If this is not applicable, please type 'NA' in the space below.
N/A
7. Have you ever pled Nolo Contendere or pled Guilty to a crime that is a felony or a first-degree misdemeanor?
No
8. If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. NOTE: If this is not applicable, please type "NA" in the space below.
N/A
9. Have you ever had the adjudication of guilt withheld for a crime that is a felony or a first-degree misdemeanor?
No
10. If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. NOTE: If this is not applicable, please type "NA" in the space below.
N/A
11. Do you have a valid driver's license?
Yes
12. Do you have a commercial driver's license?
No
- CITIZENSHIP/AUTHORIZATION TO WORK** Leon County BCC hires only United States citizens and lawfully authorized alien workers. If offered employment, you must provide proof of citizenship or authorization to work in the U.S. Are you a U.S. Citizen?
Yes
13. Do you possess an I-151, an I-1551, or an I-94 card stamped "Employment Authorized?"
No
14. Are you a displaced employee from a State of Florida agency or department? If Yes, please attach your Notice of Layoff from the State of Florida with submission of your completed application.
No
15. To your knowledge, do you have any relatives working for the Leon County Government?
No
16. If you answered 'Yes' to the above, please list: 1) Name; 2) Relationship; 3) Job Title; 4) Worksite. If not applicable, type N/A in the space below.
N/A

20. **LICENSURE/BONDING** List any professional or occupational licenses, certificates, or registrations which you currently hold (i.e., Professional Engineer, Wastewater Operator Certificate, Certified Professional Secretary, MCSE, etc.) If not applicable, type N/A in space below.
Board Certified Specialist by the Florida Bar; Professional Registered Parliamentarian by the National Association of Parliamentarians
21. **LICENSURE/BONDING CONT.** Have you ever been bonded? If 'Yes', list jobs where you have been bonded. If not applicable, type 'N/A' in the space below.
N/A
22. **OFFICE SKILLS** Please indicate areas of competency (if applicable).
Computer: Word Processing, Computer: Spreadsheets, Computer: Database, Typing
23. **If you checked that you possess computer skills, please list specific software programs you have used and your level of experience: beginner, intermediate, advanced or expert.**
outlook, word, excel, westlaw, adobe all intermediate to advanced.
24. **If you selected that you possess shorthand and/or typing skills, please list how many words per minute. Shorthand - Typing -**
65 to 75 WPM
25. **TRADES SKILLS** Check any/all that apply:
26. **For each of the trade skills above that you selected, please provide details and years of experience in that trade. If not applicable, type N/A.**
27. **EQUIPMENT OPERATION** Please indicate which of the following you have operated.
None of the above
28. **Please list how many years you have operated each piece of equipment selected above.**
29. **OTHER SKILL AREAS/TRAINING** List below any courses, seminars, workshops, conferences, or other training that are especially relevant in preparing you for this position. Please list only relevant courses, but be sure to give complete and meaningful information so your training can be evaluated fairly (course title, length, content, etc.)
30. **Where did you first hear about this opportunity?**
Other
31. **If you selected "Other" above, please list source. If not applicable, type N/A.**
Florida Bar
32. **NOTICE OF INTENT TO OBTAIN A CONSUMER REPORT.** [Please Click Here to Read](#)
I have read the Notice of Intent to Obtain a Consumer Report.
33. **DISPLACED STATE OF FLORIDA WORKER.** [Please Click Here to Read](#)
I have read the Displaced State of Florida Worker.
34. **NOTICE TO APPLICANTS and ADDITIONAL POLICIES.** [Please Click Here to Read](#)
I have read the Notice to Applicants and Additional Policies.
35. **NOTICE OF VETERAN'S PREFERENCE.** [Please Click Here to Read](#)
I have read the Notice of Veteran's Preference.

Job Specific Supplemental Questions

1. **Are you a graduate from an accredited law school with a Juris Doctor Degree?**
Yes
2. **Are you currently a member of the Florida Bar and in good standing?**
Yes
3. **Do you have a minimum of 10 years of progressively responsible experience in practicing law?**
Yes
4. **How many years of experience do you have in practicing local government law?**
10+
5. **How many years of experience do you have in litigation, ordinance drafting, resolution drafting, and advising boards and constitutional officers?**
10+
6. **Do you have experience supervising or managing other attorneys?**
Yes
7. **Do you have Florida county government experience?**
Yes

The following terms were accepted by the applicant upon submitting the online application:

NOTE: Once you have clicked the "Accept & Submit" button, you will not be able to return and edit your application. Please ensure that your application is complete and any documents that you wish to attach have been attached prior to clicking this button.

By clicking on the 'Accept & Submit' button, I hereby certify that all statements made in this application and any attachments to it are true. I understand that any misstatement, misrepresenting or omission of fact may cause my application not to be considered; or, if I am employed, may cause my immediate dismissal. I authorize the Human Resources Director of Leon County Board of County Commissioners to verify information contained in this application and attachments. I further authorize anyone having such information to release it. I understand that a criminal background check (consumer report) is a required condition of employment. I further understand that, if I am selected for employment, prior to appointment I will be required to successfully pass a pre-employment drug test. I have no objection to having my record cleared through appropriate law enforcement agencies.

This application was submitted by Mark Moriarty on 8/30/19 3:36 PM

Signature _____

Date _____

Mark Moriarty, JD, PRP, ARM
13270 Famiglia Dr.
Venice, FL. 34293-2600
Tel: (239) 277-1164
Email: mmoriarty2016@outlook.com

August 30, 2019

Board of County Commissioners
Leon County Courthouse
301 S Monroe St.
Tallahassee, FL 32301

Re: Mark Moriarty Cover Letter for County Attorney Position

Dear County Commissioners:

Please consider me for the County Attorney position.

I have 22 years' worth of experience serving as an in-house counsel for 3 different cities; Fort Myers, North Port and Cape Coral.

A few highlights of my time working for the City of Fort Myers were litigating cases to verdict in both state and federal courts, and litigating the largest most complex case of my career; a 2.5-year \$13.8 million public works contract that didn't finish on-time.

For the City of North Port, I hold the distinction of being that city's first in-house lawyer. A highlight of my time there was representing the city in a five-party deal between the city, the county, an improvement district, a landowner/developer and the Atlanta Braves baseball franchise to relocate the team's spring training to the city.

I currently work for the City of Cape Coral. Cape Coral was platted in the 50's, incorporated in the 70's and is now the 8th largest city in the State of Florida with an estimated population of 180,000. The pace of the growth is astonishing. I work closely with the city's Procurement Department. Last month the City Council approved its 102nd contract for the year making the combined aggregate contractual dollar value for the year at \$88.5 million dollars.

I am certified by the Florida Bar as a Board-Certified Specialist in City County and Local Government Law. I have served as a Past Chair of City County Local Government Law Section of the Florida Bar.

I have the qualifications, expertise, ability and confidence to do an outstanding job for Leon County.

Thank you for your time spent reviewing my materials and considering me for the job. I hope to be hearing from you soon

Sincerely,

Mark Moriarty

Mark Moriarty, JD, BCS, ARM, PRP
13270 Famiglia Dr.
Venice, FL 34293
(239) 277-1164
mmoriarty2016@outlook.com



I. Employment History

Assistant City Attorney (2017 to present)

City of Cape Coral, Florida

Provide quality legal services to the Mayor and City Council, the City Manager, and City Departments and Agencies, by advising the elected and appointed officers in all matters relating to their official powers, duties and responsibilities and by enforcing the provisions of the City Charter and Code and County, State and Federal law.

City Attorney (2014 to 2017)

City of North Port, Florida

Created the city's first in-house legal department. Served as the City's legal advisor and counselor for all departments and all its officers in matters relating to their official duties.

Assistant City Attorney (1996 to 2014)

City of Fort Myers, Florida

Assisted the City Attorney in providing legal services to the City Council, Mayor, City Manager, the Police Department, officers, employees and boards

Risk Manager (2001 to 2014)

City of Fort Myers, Florida

Administered the city's self-insurance funds, excess property & casualty insurance programs, casualty claims, workers' compensation claims and the city's safety program.

Adjunct Professor (1997 to 2015)

Florida Southwestern State College

Instructor of legal and business courses.

II. Bar Admissions, Designations, and Certifications

United States District Court for the Middle District of Florida

Florida

Florida Bar Board Certified Specialist City County & Local Government Law

Associates in Risk Management

Professional Registered Parliamentarian

III. Published Works

“Misled Interested Citizens and Florida’s Public Meeting Laws”, Vol. 93, No. 1 Florida Bar Journal 52 (January/February 2019)

“Parliamentary Procedure: Accomplishing the Will of the Majority While Protecting the Rights of the Minority in an Efficient and Respectful Manner”, Volume 91, No. 10 Florida Bar Journal 52 (December 2017)

IV. Professional Memberships

Florida Bar

National Association of Parliamentarians

V. Bar Service and Leadership

Past President, City County Local Government Section of the Florida Bar

Chair of the City County Local Government’s Section’s Web Site & Listserv Committee

VI. Education:

Juris Doctorate (1996) Delaware Law: Widener University

Baccalaureate of Arts.(1988) University of Delaware

Mark Moriarty

Reference Check



Telephone Reference Check

References can be checked as soon as interviews are completed and the selection team has reached consensus on the recommended candidate. A reference check is required only for the top candidate. If unable to contact a reference on the first attempt, make two more attempts on separate dates and document below.

General Information

Applicant: <u>Mark Moriaty</u>	Date: <u>10/3/2019</u>
Applicant's Employer: <u>City of Fort Myers</u>	Phone: <u>239-321-7631</u>
Name of Person Contacted: <u>Grant Alley</u>	
Title of Person Contacted: <u>City Attorney</u>	

My name is {Name} with Leon County. I would like to verify information given to me by {Applicant's Name} who is applying for the position of {Position Name} with Leon County.

1. What was the job title? Risk Manager and Assistant City Attorney

2. Were you the direct supervisor of the applicant? Yes No If no, who was the direct supervisor at the time the applicant separated from this employment? _____

3. What were the dates of employment? From: 1/96 To: 9/2014

4. What were the duties and responsibilities of his/her job? [Please attach an additional page if necessary.]

Assisted the City Attorney in providing legal services. Also administered the city's Risk Management program.

5. Would you evaluate the overall quality of work performed as: [Please check the appropriate one]
 Outstanding Good Average BelowStandard Unsatisfactory

6. Could you please comment on this person's ability to work with and relate to:
Management? Worked well with the city's management team. Very intellectual, very ethical, does
Peers? Worked well with staff and subordinates.

The Public? Handled difficult issues with the public, goes out of his way to ensure the public understood the law. Received several compliments from citizens.

7. Could you briefly comment on the applicant's:
Strengths? Very intellectual, very ethical, doesn't play politics
Opportunities for improvement? None

8. Was this person in a supervisory role? Yes No If yes, how would you define the applicant's management style? Had his own staff in the Risk Managers role. Participated in various board.

9. Would you rehire this applicant in their current position or position last held?

Yes No

If no, please explain why. _____

10. Given the applicant's performance in the current or last position held, would you support a promotion?

Yes No If no, please explain why.

11. Would you please comment on this applicant's:

Dependability on work assignments? He was the type person, with high level direction, would see the case through to the end.

Ability to take on new responsibilities? Would volunteer for additional tasks even while carrying a significant caseload.

Potential for advancement? Absolutely

Degree of supervision needed? None. Would handle issues without supervision.

Overall attitude? Dedicated and loyal public servant. He has devoted his career to it. Very good at the job.

12. Has any derogatory information provided above been discussed with the employee?

Yes No N/A

13. Is there anything else of related significance we should know about {Applicant's Name}?

Gives Mr. Moriarty the highest recommendation. Active with the Florida Bar and often volunteers on Committees. He had jury trial experience which was beneficial to the office. Mr. Moriarty was attentive to public input and concerns. He had the public's respect in that they trusted he was telling them the truth.

14. If available, what is the most recent evaluation score or rating, and date completed for {Applicant's Name}?

a. Evaluation score/rating: n/a Date: _____

15. Date personnel file was reviewed: n/a

If the personnel file was not reviewed, please explain why.

16. If unable to complete the reference check in its entirety, please explain why.

Candice Wilson

Verification Completed by

Wilson

Print Last Name

Initials of Verifier	Date	Time
Attempt #1		
Attempt #2		
Attempt #3		



Telephone Reference Check

References can be checked as soon as interviews are completed and the selection team has reached consensus on the recommended candidate. A reference check is required only for the top candidate. If unable to contact a reference on the first attempt, make two more attempts on separate dates and document below.

General Information

Applicant: <u>Mark Moriarty</u>	Date: <u>9/24/19</u>
Applicant's Employer: <u>City of Cape Coral</u>	Phone: <u>239-574-0530</u>
Name of Person Contacted: <u>Nodie Ferguson</u>	
Title of Person Contacted: <u>HR Customer Service Representative</u>	

My name is {Name} with Leon County. I would like to verify information given to me by {Applicant's Name} who is applying for the position of {Position Name} with Leon County.

1. What was the job title? Assistant City Attorney

2. Were you the direct supervisor of the applicant? Yes No If no, who was the direct supervisor at the time the applicant separated from this employment? Delores Menendez

3. What were the dates of employment? From: 9/2017 To: Present

4. What were the duties and responsibilities of his/her job? [Please attach an additional page if necessary.]

Represent the City of Cape Coral City Council.

****Job reference not provided by employer.**

5. Would you evaluate the overall quality of work performed as: [Please check the appropriate one]
 Outstanding Good Average BelowStandard Unsatisfactory

6. Could you please comment on this person's ability to work with and relate to:
Management? _____
Peers? _____
The Public? _____

7. Could you briefly comment on the applicant's:
Strengths? _____
Opportunities for improvement? _____

8. Was this person in a supervisory role? Yes No If yes, how would you define the applicant's management style? _____

9. Would you rehire this applicant in their current position or position last held?

Yes No

If no, please explain why. _____

10. Given the applicant's performance in the current or last position held, would you support a promotion?

Yes No If no, please explain why.

11. Would you please comment on this applicant's:

Dependability on work assignments? _____

Ability to take on new responsibilities? _____

Potential for advancement? _____

Degree of supervision needed? _____

Overall attitude? _____

12. Has any derogatory information provided above been discussed with the employee?

Yes No N/A

13. Is there anything else of related significance we should know about {Applicant's Name}?

14. If available, what is the most recent evaluation score or rating, and date completed for {Applicant's Name}?

a. Evaluation score/rating: _____ Date: _____

15. Date personnel file was reviewed: _____

If the personnel file was not reviewed, please explain why.

16. If unable to complete the reference check in its entirety, please explain why.

Verification Completed by

Print Last Name

Initials of Verifier	Date	Time
Attempt #1		
Attempt #2		
Attempt #3		

PERSONAL REFERENCE QUESTIONS

Name of Applicant: Mark Moriarty

Position Applied For: County Attorney

1. How long have you known the candidate? Since April 2016

2. What is your relationship with the candidate? He was my direct supervisor for a year. We remained friends after he left and still meet up for coffee sometimes.

3. Would you describe the candidate as a leader? Yes If yes, why? I would say he's an inspirational leader and his most outstanding attribute is his temperament. He's a great mentor. Also as a manager he hires very well; talented people that can complement each other and work well together. He's calm as a cucumber.

4. Have you ever worked on a project with this individual? Yes If yes, did the candidate follow through with his/her portion of the duties or responsibilities? Well on most projects I was usually the manager but he was always open to my perspective; never dictating. He always had an open door policy and pushed me to do more challenging opportunities.

5. How does the candidate react in stressful situations? Incredibly calmly and professionally. Of course, being the City Attorney is stressful, but I was always very impressed with his calmness. Even after finding out later, after some cases were over, that he was stressed; he never showed it.

6. How does the candidate relate to others? **He has outstanding people skills. Everyone likes him; even the newspaper called him a "nice guy." I hold him in the highest esteem.**

7. In your experience with the candidate, have you found him/her to be:

Reliable? **Yes** Patient? **1000%** Compassionate? **Yes; very** Motivated? **Yes**

8. Please complete the following sentences regarding the candidate:

a. I would best describe this individual as **Ethical, respectable, admirable, good sense of humor, unflappable, and a role model.**

b. This person's strengths include **Great demeanor and management style. I would work for him again in a heartbeat. He always made his job look effortless.**

c. This person could be more effective if he/she worked to improve **Mentored more, more organization (although he started the first in-house attorney's office for the City; the City went 14 years with outside counsel), and more detail-oriented.**

9. Is there anything else you might be able to tell us about his individual that would help us to make an employment decision? **He's highly qualified and very easy to work with (not a pushover). I value his ethics and morals. Just an overall good person. To have someone in your office that brings professionalism and intelligence is a unique combination that would be of value and benefit your organization.**

Amber Slayton
Person giving reference

9/27/2019
Date

Chasity O'Steen

Application

EMPLOYMENT APPLICATION



LEON COUNTY GOVERNMENT
315 S. Calhoun Street
Tallahassee, Florida 32301
850-606-2400
<http://www.leoncountyfl.gov>

O'Steen, Chasity H.
085-19 COUNTY ATTORNEY

Received: 9/1/19 8:35 PM

For Official Use Only:

QUAL: _____

DNO: _____

 Experience Training Other: _____

PERSONAL INFORMATION

POSITION TITLE: COUNTY ATTORNEY		EXAM ID#: 085-19
NAME: (Last, First, Middle) O'Steen, Chasity H.		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 9850 Sidney Lane, Tallahassee, Florida 32311		EMAIL ADDRESS: chasityosteen@gmail.com
HOME PHONE: (850) 566-3188	ALTERNATE PHONE:	NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: <input type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: FL	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input type="checkbox"/> Yes <input type="checkbox"/> No

PREFERENCES

MINIMUM COMPENSATION: \$175,000.00 per year	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day, Evening, Night	

EDUCATION

DATES: From: 8/2000 To: 5/2003	SCHOOL NAME: Florida State University College of Law	
LOCATION: (City, State) Tallahassee, Florida	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Professional
MAJOR: Law		UNITS COMPLETED: 88 - Semester
DATES: From: 8/1998 To: 4/2000	SCHOOL NAME: Florida State University	
LOCATION: (City, State) Tallahassee, Florida	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: English Literature		UNITS COMPLETED: 57 - Semester
DATES: From: 6/1996 To: 12/1997	SCHOOL NAME: Tallahassee Community College	
LOCATION: (City, State) Tallahassee, Florida	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Associate's
MAJOR: General Studies		UNITS COMPLETED: 21 - Semester
DATES: From: 8/1993 To: 12/1995	SCHOOL NAME: Florida State University	
LOCATION: (City, State) Tallahassee, Florida	DID YOU GRADUATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DEGREE RECEIVED: Associate's
MAJOR: General Studies		UNITS COMPLETED: 48 - Semester

WORK EXPERIENCE

DATES: From: 2/2019 To: Present	EMPLOYER: State of Florida, Department of Management Services	POSITION TITLE: General Counsel
ADDRESS: (Street, City, State, Zip Code) 4050 Esplanade Way, Suite 160, Tallahassee, Florida, 32399		COMPANY URL: dms.myflorida.com
PHONE NUMBER: 8504880229	SUPERVISOR: Jonathan Satter and David Clark - Secretary and Chief of Staff, respectively	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 22	
DUTIES: Serve as the chief legal advisor to the Secretary and Department leadership; serve as the Department Ethics Officer; coordinate and oversee work performed by personnel in the Office of the General Counsel and by outside counsel in support of the Divisions of Retirement, State Group Insurance, State Technology, State Purchasing, Real Estate Development and Management, Human Resource Management, Specialized Services, and Finance and Administration; assist and provide support to the Legislative Affairs, Communications, Information Technology, and Departmental Purchasing teams regarding matters germane to the Department's mission, priorities, and interests; assist and provide support to the Legislative Affairs team to advance Department priorities and interests; perform other tasks as requested.		
REASON FOR LEAVING: I am happy in my current position and have not been actively seeking employment elsewhere. However, I have attained the position of General Counsel and there is no further advancement available in state government unless I move to a policy position. A vacancy in the Leon County Attorney position is rare. Given my background and experience in local and state government and ability to thrive in challenging and demanding work environments, I am qualified for the vacancy and would be interested in becoming the Leon County attorney.		
DATES: From: 1/2017 To: 2/2019	EMPLOYER: State of Florida, Department of Financial Services	POSITION TITLE: General Counsel
ADDRESS: (Street, City, State, Zip Code) PL-11, The Capitol, Tallahassee, Florida, 32399		COMPANY URL: myfloridacfo.com
PHONE NUMBER: 850-413-2898	SUPERVISOR: Budd Kneip, then Ryan West - Chiefs of Staff	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 225	
DUTIES: Direct management of and responsibility for the development and implementation of matters involving the Office of General Counsel and outside counsel, the Division of Administration, the Division of Funeral, Cemetery and Consumer Services, and the Division of Rehabilitation and Liquidation; oversight of the Office of General Counsel included work in support of the Divisions of Treasury, Accounting and Auditing, Insurance Agent and Agency Services, Risk Management, Workers' Compensation, State Fire Marshal, Public Assistance Fraud, Investigative and Forensic Services, Rehabilitation and Liquidation, Administration, Funeral and Cemetery, Unclaimed Property, and Consumer Services; served as chief legal advisor to the state of Florida Chief Financial Officer and Department leadership; served as the Department Ethics Officer; coordinated and oversaw compliance reviews and proposed recommendations to improve the efficiency and operation of the Department; assisted and provided support to Legislative Affairs germane to Department priorities and interests; performed other tasks as requested.		
REASON FOR LEAVING: I was offered a position at the State of Florida, Department of Management Services.		
DATES: From: 8/2014 To: 1/2017	EMPLOYER: State of Florida, Department of Financial Services	POSITION TITLE: Deputy General Counsel
ADDRESS: (Street, City, State, Zip Code) J. Edwin Larson Bldg, 200 E Gaines Street, 6th Floor, Tallahassee, Florida, 32399		COMPANY URL: dms.myfloridacfo.com
PHONE NUMBER: 8504134210	SUPERVISOR: M. Drew Parker - General Counsel	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 42	
DUTIES: Managed personnel in the Office of General Counsel specific to Service of Process, Constitutional Issues, Public Records, and Contracts and Rulemaking; Florida Certified Contract Manager with oversight of outside legal counsel contracts and work; reviewed, worked with, and advised Department staff regarding procurement and contract documents and issues; provided legal review of statutory interpretation and rule issues and provided legal opinions regarding same; reviewed, analyzed, and advised Department personnel regarding public records laws; reviewed and revised operating procedures; edited work product of Office of General Counsel team members; consulted with other attorneys regarding pending litigation and settlement; coordinated continuing legal education and training for attorney personnel; oversaw administration of the Office of General Counsel; performed other tasks as requested by the General Counsel.		
REASON FOR LEAVING: I was promoted to General Counsel within the State of Florida, Department of Financial Services.		
DATES: From: 4/2014 To: 8/2014	EMPLOYER: State of Florida, Department of Children and Families	POSITION TITLE: Deputy General Counsel
ADDRESS: (Street, City, State, Zip Code) 1317 Winewood Boulevard, Building 2, Room 204, Tallahassee, Florida, 32399		COMPANY URL: myflfamilies.com
PHONE NUMBER: 8504882381	SUPERVISOR: M. Drew Parker, then Rebecca Kapusta - General Counsels	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 12	
DUTIES: Worked with and advised Department staff regarding policy, procurement, and contract issues; prepared and reviewed procurement and contract documents; reviewed and drafted proposed rules; reviewed and revised operating procedures; edited documents of fellow Office of the General Counsel team members; coordinated with outside counsel regarding litigation and settlement; reviewed and approved outside counsel billing; supervised Office of the General Counsel personnel; performed other tasks as directed by the General Counsel.		
REASON FOR LEAVING: I was offered the position of Deputy General Counsel at the State of Florida, Department of Financial Services.		
DATES: From: 6/2013 To: 4/2014	EMPLOYER: State of Florida, Department of Children and Families	POSITION TITLE: Managing Attorney, Chief Legal Counsel

ADDRESS: (Street, City, State, Zip Code) 1317 Winewood Boulevard, Building 2, Room 204, Tallahassee, Florida, 32399		COMPANY URL: myflfamilies.com
PHONE NUMBER: 8504882381	SUPERVISOR: M. Drew Parker - General Counsel	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 4	
DUTIES: Worked with and advised Department personnel regarding policy, procurement, and contract issues; prepared and reviewed procurement and contract documents; edited documents of fellow Office of the General Counsel team members; supervised Office of the General Counsel personnel; performed other tasks as directed by the General Counsel.		
REASON FOR LEAVING: I was promoted to Deputy General Counsel within the State of Florida, Department of Children and Families.		
DATES: From: 1/2012 To: 6/2013	EMPLOYER: Sniffen & Spellman, P.A	POSITION TITLE: Associate
ADDRESS: (Street, City, State, Zip Code) 123 N Monroe Street, Tallahassee, Florida, 32301		COMPANY URL: sniffenlaw.com
PHONE NUMBER: 8502051996	SUPERVISOR: Rob Sniffen - Managing Partner	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 1	
DUTIES: Provided legal assistance to clients in the areas of local government, water and wastewater utilities, utility financing, including federal and state grant funding, administrative law, labor and employment law, and civil litigation. Served as General Counsel to the Piney-Z Community Development District, the Nature Coast Regional Water Authority, and the Big Bend Water Authority.		
REASON FOR LEAVING: I left private practice to work as in-house counsel for a state government entity.		
DATES: From: 8/2005 To: 12/2011	EMPLOYER: Rose, Sundstrom & Bentley, LLP (now Sundstrom & Mindlin, LLP)	POSITION TITLE: Associate
ADDRESS: (Street, City, State, Zip Code) 2548 Blairstone Pines Drive, Tallahassee, Florida, 32301		COMPANY URL: sfflaw.com
PHONE NUMBER: 8508776555	SUPERVISOR: Bill Sundstrom - Managing Partner	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 1	
DUTIES: Provided legal assistance to clients in the areas of local government, water and wastewater utilities, utility acquisition and financing, administrative law, real property, wills and trusts, and appellate and civil litigation. Served as General Counsel to the Piney-Z Community Development District and the Glades Utility Authority.		
REASON FOR LEAVING: There was a downturn in public sector financing work, and I wanted to diversify my legal experience into other areas of law.		
DATES: From: 6/2003 To: 8/2005	EMPLOYER: Hopping Green & Sams, P.A	POSITION TITLE: Associate
ADDRESS: (Street, City, State, Zip Code) 119 South Monroe Street, Suite 300, Tallahassee, Florida, 32301		COMPANY URL: hgslaw.com
PHONE NUMBER: 850-222-7500	SUPERVISOR: Cheryl Stuart and Jonathan Johnson - Managing Attorneys	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 1	
DUTIES: Provided legal counsel to landowners, developers, and special purpose local governments regarding the financing and management of infrastructure for new and developing communities, commonly known as community development districts; this representation included advice on matters related to public procurement and contracts, real property, public finance, construction, ethics, public records and Sunshine law compliance, and other local government matters; served as General Counsel to community development district boards; prepared for and attended local government and Florida Land and Water Adjudicatory Commission meetings.		
REASON FOR LEAVING: Recruited to join another private firm where I could gain water and wastewater utility experience and learn other areas of law.		
DATES: From: 1/2003 To: 4/2003	EMPLOYER: Hopping Green & Sams, P.A.	POSITION TITLE: Law Clerk
ADDRESS: (Street, City, State, Zip Code) 119 South Monroe Street, Suite 300, Tallahassee, Florida, 32301		COMPANY URL: hgslaw.com
PHONE NUMBER: 8502227500	SUPERVISOR: Cherly Stuart and Jonathan Johnson - Managing Attorneys	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 30	# OF EMPLOYEES SUPERVISED: 0	
DUTIES: Performed legal research and analysis and developed work product in the areas of community development districts, land use, property rights, and state and local government taxation; assisted with the development of legislative initiatives and bill analyses.		
REASON FOR LEAVING: I left for a brief period to study for and take final exams during my third year of law school. I then subsequently became re-employed by the firm after graduating from law school.		

DATES: From: 8/2002 To: 12/2002	EMPLOYER: Florida First District Court of Appeal	POSITION TITLE: Judicial Extern
ADDRESS: (Street, City, State, Zip Code) 2000 Drayton Drive, Tallahassee, Florida, 32399		COMPANY URL: 1dca.org
PHONE NUMBER: 8504871000	SUPERVISOR: Honorable Edwin B. Browning, Jr. - Appellate Judge	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 0	
DUTIES: Worked with Judge Browning in clerkship capacity; conducted legal research; drafted case summaries and opinions; conferred with judicial clerks and Judge Browning regarding pending cases; observed oral arguments.		
REASON FOR LEAVING: Externship ended.		
DATES: From: 4/2002 To: 8/2002	EMPLOYER: Hopping Green & Sams, P.A.	POSITION TITLE: Law Clerk
ADDRESS: (Street, City, State, Zip Code) 119 South Monroe Street, Suite 300, Tallahassee, Florida, 32301		COMPANY URL: hgslaw.com
PHONE NUMBER: 8502227500	SUPERVISOR: Wade Hopping and others - Managing Partner and other firm attorneys	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 30	# OF EMPLOYEES SUPERVISED: 0	
DUTIES: Performed legal research and analysis and developed legal work product in the areas of community development districts, land use, property rights, and state and local government taxation.		
REASON FOR LEAVING: I accepted an externship opportunity with the State of Florida First District Court of Appeal.		
DATES: From: 9/2001 To: 4/2002	EMPLOYER: Florida House of Representatives	POSITION TITLE: Legislative/Legal Intern
ADDRESS: (Street, City, State, Zip Code) The Capitol, Tallahassee, Florida, 32399		COMPANY URL: myfloridahouse.gov
PHONE NUMBER: 8507175650	SUPERVISOR: David de la Parte - Council leadership	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 30	# OF EMPLOYEES SUPERVISED: 0	
DUTIES: Conducted legal research; drafted bills and performed policy analyses; drafted talking points for bill sponsors; tracked legislation through the bicameral process; prepared bill summaries; edited fellow House staff projects.		
REASON FOR LEAVING: The internship ended.		

CERTIFICATES AND LICENSES

TYPE: Florida Bar Board Certified Attorney in City, County and Local Government Law	
LICENSE NUMBER: Not Applicable	ISSUING AGENCY: The Florida Bar

Skills

OFFICE SKILLS: Typing: Data Entry:
OTHER SKILLS:
LANGUAGE(S): English - <input checked="" type="checkbox"/> Speak <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write

ADDITIONAL INFORMATION

Professional Associations <ul style="list-style-type: none"> - Second Judicial Circuit Nominating Commission, appointed to 2 terms (2013 to 2019) - The Florida Bar Standing Committee on Diversity and Inclusion, appointed 2013 to 2018, Past Chair (2015-2016), Executive Committee Member & Technology Subcommittee Vice Chair (2014-2015) - Second Judicial Circuit Grievance Committee, appointed from 2011 to 2014, Chair (2013-2014) - The Florida Bar Special Committee on Diversity and Inclusion, appointed from 2011 to 2013 - United States District Court, Northern District of Florida; United States District Court of Appeals for the Eleventh Circuit, admitted 2012 - The Florida Bar Voluntary Bar Liaison Committee, appointed 2007 to 2012, Chair (2009-2010), Vice Chair (2010-2011) - Tallahassee Women Lawyers, President (2007-2008), President-Elect (2006-2007), Treasurer-Elect (2004-2005) - William H. Stafford American Inn of Court, Associate Member from 2006 to 2010, Membership Committee (2006-2007) Honors & Awards <ul style="list-style-type: none"> - Leaders in the Law Award Recipient, Florida Association for Women Lawyers, 2011 - Rising Star, Florida Super Lawyers Magazine, 2009 and 2010, Utilities - FSU College of Law, Law Review, Notes and Comments Editor, Volume 30 - FSU College of Law, Moot Court - Vice President, Intramural Competition Co-Chair, William VanDer creek Award Recipient - Phi Delta Phi International Legal Fraternity

Additional Information

Co-author of published article, We Built It and They Came! Now What? Public-Private Partnerships in the Replacement Era, Stetson Law Review, Volume 41, Number 2, Winter 2012.

REFERENCES

REFERENCE TYPE: Professional	NAME: Rob Sniffen	POSITION: Managing Partner, Sniffen & Spellman PA
ADDRESS: (Street, City, State, Zip Code) Sniffen & Spellman PA, 123 N Monroe Street, Tallahassee, Florida 32301		
EMAIL ADDRESS: rsniffen@sniffenlaw.com		PHONE NUMBER: 8502051996
REFERENCE TYPE: Professional	NAME: Bill Sundstrom	POSITION: Managing Partner
ADDRESS: (Street, City, State, Zip Code) Sundstrom & Mindlin LLP, 2548 Blairstone Pines Drive, Tallahassee, Florida 32301		
EMAIL ADDRESS: wsundstrom@sfflaw.com		PHONE NUMBER: 8508776555
REFERENCE TYPE: Professional	NAME: David Clark	POSITION: Chief of Staff, Department of Management Services
ADDRESS: (Street, City, State, Zip Code) State of Florida, Department of Management Services, 4050 Esplanade Way, Tallahassee, Florida 32399		
EMAIL ADDRESS: david.a.clark@dms.myflorida.com		PHONE NUMBER: 850-410-2954
REFERENCE TYPE: Professional	NAME: Drew Parker	POSITION: Partner, Radey Law Firm
ADDRESS: (Street, City, State, Zip Code) Radey Law Firm, P.O. Box 10967, Tallahassee, Florida 32302		
EMAIL ADDRESS: dparker@radeylaw.com		PHONE NUMBER: 8504256694
REFERENCE TYPE: Professional	NAME: Chris Anderson	POSITION: Executive Director, The Florida Commission on Ethics
ADDRESS: (Street, City, State, Zip Code) Commission on Ethics, P.O. Box 15709, Tallahassee, Florida 32317		
EMAIL ADDRESS: anderson.chris@leg.state.fl.us		PHONE NUMBER: 8504887864

Agency-Wide Questions

- VETERANS' PREFERENCE** Leon County gives preference in appointment to eligible veterans and their family as defined in Chapter 295, Laws of Florida. An applicant eligible for Veterans' Preference who believes he or she was not afforded employment preference in accordance with Florida Statutes and regulations may file a complaint. The complaint shall be filed within 60 calendar days from the date that the notice of hiring decision by the County is received by the applicant. For information on how to submit a complaint, visit the Florida Department of Veterans' Affairs at <http://floridavets.org>
1. Are you claiming Veterans' Preference?
No
- VETERANS' PREFERENCE CONT.** If you selected 'Yes' above, check the appropriate type of Veterans' Preference below.
NOTE: Documentation substantiating your claim must be furnished at the time of application to:
LCHR_Recruitment@leoncountyfl.gov. DO NOT ATTACH DOCUMENTATION TO YOUR APPLICATION!
2. Are you a current Leon County Government employee?
No
3. Have you ever been a defendant in a civil action for intentional tort?
No
4. If you answered "Yes" to the above, describe the nature of the intentional tort and the disposition of the action. If No, type N/A.
N/A
- CRIMINAL HISTORY INFORMATION** If your answers to the following questions on criminal history are not truthful, you may not be hired. If you are not sure or do not remember what happened in a criminal case(s), contact the appropriate county, state, or federal agency so that you can report accurate information on your criminal history. A "YES" answer to any question(s) will not automatically bar you from employment. The nature, job-relatedness, severity, and date of the offense(s) in relation to the duties of the position for which you are applying are considered. Prior to employment, a criminal history screening will be conducted on the selected applicant to verify the information below.
5. Have you ever been convicted of a felony or a first-degree misdemeanor?
No
6. If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. NOTE: If this is not applicable, please type 'NA' in the space below.
N/A
7. Have you ever pled Nolo Contendere or pled Guilty to a crime that is a felony or a first-degree misdemeanor?
No
8. If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. NOTE: If this is not applicable, please type "NA" in the space below.
N/A
9. Have you ever had the adjudication of guilt withheld for a crime that is a felony or a first-degree misdemeanor?
No
10. If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. NOTE: If this is not applicable, please type "NA" in the space below.
N/A
11. Do you have a valid driver's license?
Yes
12. Do you have a commercial driver's license?
No
- CITIZENSHIP/AUTHORIZATION TO WORK** Leon County BCC hires only United States citizens and lawfully authorized alien workers. If offered employment, you must provide proof of citizenship or authorization to work in the U.S. Are you a U.S. Citizen?
Yes
13. Do you possess an I-151, an I-1551, or an I-94 card stamped "Employment Authorized?"
No
14. Are you a displaced employee from a State of Florida agency or department? If Yes, please attach your Notice of Layoff from the State of Florida with submission of your completed application.
No
15. To your knowledge, do you have any relatives working for the Leon County Government?
No
16. If you answered 'Yes' to the above, please list: 1) Name; 2) Relationship; 3) Job Title; 4) Worksite. If not applicable, type N/A in the space below.
N/A

20. **LICENSURE/BONDING** List any professional or occupational licenses, certificates, or registrations which you currently hold (i.e., Professional Engineer, Wastewater Operator Certificate, Certified Professional Secretary, MCSE, etc.) If not applicable, type N/A in space below.
Attorney licensed by The Florida Bar to practice in Florida.
21. **LICENSURE/BONDING CONT.** Have you ever been bonded? If 'Yes', list jobs where you have been bonded. If not applicable, type 'N/A' in the space below.
N/A
22. **OFFICE SKILLS** Please indicate areas of competency (if applicable).
Computer: Word Processing
23. **If you checked that you possess computer skills, please list specific software programs you have used and your level of experience: beginner, intermediate, advanced or expert.**
Microsoft Suite
24. **If you selected that you possess shorthand and/or typing skills, please list how many words per minute. Shorthand - Typing -**
25. **TRADES SKILLS** Check any/all that apply:
None of the Above
26. **For each of the trade skills above that you selected, please provide details and years of experience in that trade. If not applicable, type N/A.**
N/A
27. **EQUIPMENT OPERATION** Please indicate which of the following you have operated.
None of the above
28. **Please list how many years you have operated each piece of equipment selected above.**
N/A
29. **OTHER SKILL AREAS/TRAINING** List below any courses, seminars, workshops, conferences, or other training that are especially relevant in preparing you for this position. Please list only relevant courses, but be sure to give complete and meaningful information so your training can be evaluated fairly (course title, length, content, etc.)
Previously certified in City, County, and Local Government Law
30. **Where did you first hear about this opportunity?**
Friend
31. **If you selected "Other" above, please list source. If not applicable, type N/A.**
32. **NOTICE OF INTENT TO OBTAIN A CONSUMER REPORT.** [Please Click Here to Read](#)
I have read the Notice of Intent to Obtain a Consumer Report.
33. **DISPLACED STATE OF FLORIDA WORKER.** [Please Click Here to Read](#)
I have read the Displaced State of Florida Worker.
34. **NOTICE TO APPLICANTS and ADDITIONAL POLICIES.** [Please Click Here to Read](#)
I have read the Notice to Applicants and Additional Policies.
35. **NOTICE OF VETERAN'S PREFERENCE.** [Please Click Here to Read](#)
I have read the Notice of Veteran's Preference.

Job Specific Supplemental Questions

1. **Are you a graduate from an accredited law school with a Juris Doctor Degree?**
Yes
2. **Are you currently a member of the Florida Bar and in good standing?**
Yes
3. **Do you have a minimum of 10 years of progressively responsible experience in practicing law?**
Yes
4. **How many years of experience do you have in practicing local government law?**
10+
5. **How many years of experience do you have in litigation, ordinance drafting, resolution drafting, and advising boards and constitutional officers?**
10+
6. **Do you have experience supervising or managing other attorneys?**
Yes
7. **Do you have Florida county government experience?**
No

The following terms were accepted by the applicant upon submitting the online application:

NOTE: Once you have clicked the "Accept & Submit" button, you will not be able to return and edit your application. Please ensure that your application is complete and any documents that you wish to attach have been attached prior to clicking this button.

By clicking on the 'Accept & Submit' button, I hereby certify that all statements made in this application and any attachments to it are true. I understand that any misstatement, misrepresenting or omission of fact may cause my application not to be considered; or, if I am employed, may cause my immediate dismissal. I authorize the Human Resources Director of Leon County Board of County Commissioners to verify information contained in this application and attachments. I further authorize anyone having such information to release it. I understand that a criminal background check (consumer report) is a required condition of employment. I further understand that, if I am selected for employment, prior to appointment I will be required to successfully pass a pre-employment drug test. I have no objection to having my record cleared through appropriate law enforcement agencies.

This application was submitted by Chasity H. O'Steen on 9/1/19 8:35 PM

Signature _____

Date _____

CHASITY H. O'STEEN

9850 Sidney Lane Tallahassee, Florida 32311 (850) 566-3188 chasityosteen@gmail.com

Director Candice M. Wilson
Office of Human Resources
315 South Calhoun Street
Tallahassee, Florida 32301
WilsonCa@leoncountyfl.gov

Dear Director Wilson,

Thank you for the opportunity to apply for the Leon County Attorney position. After reviewing the job description, I am confident that I have the necessary skills to succeed in the position and perform above expectations.

I am a hard-working professional who has been praised as quality-oriented by my co-workers, peers, and management. Over the course of my 16-year legal practice, I've developed a skill set and experience directly relevant to the County Attorney position. Overall, I have consistently demonstrated leadership, communication, and teamwork abilities during my career, and I invite you to review my detailed achievements in the attached resume and application that I have submitted for consideration.

After reviewing my resume, I hope you will agree that I am the type of competent and qualified candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit Leon County. Please contact me at the number or email address above if you have any questions or if I can provide any additional information that may be helpful in evaluating my qualifications for the County Attorney position.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Chasity H. O'Steen

Chasity H. O'Steen

9850 Sidney Lane - Tallahassee, Florida 32311 - (850) 566-3188

Professional Honors

- **Florida Bar Board Certified Attorney - City, County & Local Government, 2012-2016**
- Selected as **Leaders in the Law Award Recipient**, Florida Association for Women Lawyers, 2011
- Selected as **Rising Star**, *Florida Super Lawyers Magazine*, 2009 & 2010, Utilities

Education

Tallahassee Community College, Tallahassee, FL – Associate in Arts, December 1997

Florida State University, Tallahassee, FL - Bachelor of Arts, English Literature, April 2000

Florida State University College of Law, Tallahassee, FL - Juris Doctor, May 2003

Academic Activities & Honors: Law Review – Notes and Comments Editor, Volume 30; Moot Court - Vice President, Intramural Competition Co-Chair, William VanDercreek Award Recipient; Phi Delta Phi International Legal Fraternity; William H. Stafford American Inn of Court – Student Member; F.S.U. College of Law Summer Law Program at Oxford

Experience

State of Florida, Department of Management Services, Tallahassee, FL....General Counsel, 2/2019-Current

Serve as the chief legal advisor to the Secretary and Department leadership; serve as the Department Ethics Officer; coordinate and oversee work performed by personnel in the Office of the General Counsel and by outside counsel in support of the Divisions of Retirement, State Group Insurance, State Technology, State Purchasing, Real Estate Development and Management, Human Resource Management, Specialized Services, and Finance and Administration; assist and provide support to the Legislative Affairs, Communications, Information Technology, and Departmental Purchasing teams regarding matters germane to the Department's mission, priorities, and interests; assist and provide support to the Legislative Affairs team to advance Department priorities and interests; perform other tasks as requested.

State of Florida, Department of Financial Services, Tallahassee, FL.....General Counsel, 1/2017 – 2/2019

Direct management of and responsibility for the development and implementation of matters involving the Office of General Counsel and outside counsel, the Division of Administration, the Division of Funeral, Cemetery and Consumer Services, and the Division of Rehabilitation and Liquidation; oversight of the Office of General Counsel included work in support of the Divisions of Treasury, Accounting and Auditing, Insurance Agent and Agency Services, Risk Management, Workers' Compensation, State Fire Marshal, Public Assistance Fraud, Investigative and Forensic Services, Rehabilitation and Liquidation, Administration, Funeral and Cemetery, Unclaimed Property, and Consumer Services; served as chief legal advisor to the state of Florida Chief Financial Officer and Department leadership; served as the Department Ethics Officer; coordinated and oversaw compliance reviews and proposed recommendations to improve the efficiency and operation of the Department; assisted and provided support to Legislative Affairs germane to Department priorities and interests; performed other tasks as requested.

State of Florida, Department of Financial Services,

Office of the General Counsel, Tallahassee, FL.....Deputy General Counsel, 8/2014 – 1/2017

Managed personnel in the Office of General Counsel specific to Service of Process, Constitutional Issues, Public Records, and Contracts and Rulemaking; Florida Certified Contract Manager with oversight of outside legal counsel contracts and work; reviewed, worked with, and advised Department staff regarding procurement and contract documents and issues; provided legal review of statutory interpretation and rule issues and provided legal opinions regarding same; reviewed, analyzed, and advised Department personnel regarding public records laws; reviewed and revised operating procedures; edited work product of Office of General Counsel team members; consulted with other attorneys regarding pending litigation and settlement; coordinated continuing legal education and training for attorney personnel; oversaw administration of the Office of General Counsel; performed other tasks as requested by the General Counsel.

State of Florida, Department of Children and Families,

Office of General Counsel, Tallahassee, FL.....Chief Legal Counsel, 6/2013 – 8/2014

Promoted to Deputy General Counsel, 4/2014; Worked with and advised Department staff regarding policy, procurement, and contract issues; prepared and reviewed procurement and contract documents; reviewed and drafted proposed rules; reviewed and revised operating procedures; edited documents of fellow Office of the General Counsel team members; coordinated with outside counsel regarding litigation and settlement; reviewed and approved outside counsel billing; supervised Office of the General Counsel personnel; performed other tasks as directed by the General Counsel.

Sniffen & Spellman, P.A., Tallahassee, FL..... Associate, 1/2012 – 6/2013

Provided legal assistance to clients in the areas of local government, water and wastewater utilities, utility financing, including federal and state grant funding, administrative law, labor and employment law, and civil litigation. Served as General Counsel to the Piney-Z Community Development District, the Nature Coast Regional Water Authority, and the Big Bend Water Authority.

Rose, Sundstrom & Bentley, LLP, Tallahassee, FL..... Associate, 8/2005 – 12/2011

Provided legal assistance to clients in the areas of local government, water and wastewater utilities, utility acquisition and financing, administrative law, real property, wills and trusts, and appellate and civil litigation. Served as General Counsel to the Piney-Z Community Development District and the Glades Utility Authority.

Hopping Green & Sams, P.A., Tallahassee, FL Law Clerk, 4/02 – 8/02, 1/03 – 4/03; Associate, 6/2003 – 8/2005

As an attorney, provided legal counsel to landowners, developers, and special purpose local governments regarding the financing and management of infrastructure for new and developing communities, commonly known as community development districts; this representation included advice on matters related to public procurement and contracts, real property, public finance, construction, ethics, public records and Sunshine law compliance, and other local government matters; served as General Counsel to community development district boards; prepared for and attended local government and Florida Land and Water Adjudicatory Commission meetings. As a law clerk, performed legal research and analysis and developed work product in the areas of community development districts, land use, property rights, and state and local government taxation; assisted with the development of legislative initiatives and bill analyses.

Florida First District Court of Appeal, Tallahassee, FLJudicial Extern, 8/2002 – 12/2002

Worked with Judge Browning in clerkship capacity; conducted legal research; drafted case summaries and opinions; conferenced with judicial clerks and Judge Browning regarding pending cases; observed oral arguments.

Florida House of Representatives,

Council for Healthy Communities, Tallahassee, FLLegislative/Legal Intern, 9/2001 – 4/2002

Conducted legal research; drafted bills and performed policy analyses; drafted talking points for bill sponsors; tracked legislation through the bicameral process; prepared bill summaries; edited fellow House staff projects.

Publications

We Built It and They Came! Now What? Public-Private Partnerships in the Replacement Era, Co-Author, Stetson Law Review, Volume 41, Number 2, Winter 2012.

Professional Affiliations

- Appointed to two terms, 2013-2019, Member – **Second Judicial Circuit Nominating Commission**
- Appointed 2013, Executive Committee Member & Technology Subcommittee Vice Chair and Committee Vice Chair 2014-2015, Past Chair 2015-2016 - **The Florida Bar Standing Committee on Diversity and Inclusion**
- President 2007-2008; President-Elect 2006-2007; Treasurer-Elect 2004-2005 – **Tallahassee Women Lawyers**
- Chair 2009-2010; Vice Chair 2010-2011; Member 2007 – 2012 - **The Florida Bar Voluntary Bar Liaison Committee**
- Appointed 2011; 2011-2014; Past Chair – **Second Circuit Grievance Committee**
- Member; 2011-2013 – **The Florida Bar Special Committee on Diversity and Inclusion**
- Associate Member 2006-2010; Membership Committee 2006-2007, **William H. Stafford American Inn of Court**
- Admitted 2012, **United States District Court, Northern District of Florida; United States Court of Appeals for the Eleventh Circuit**

Chasity O'Steen

Reference Check

PERSONAL REFERENCE QUESTIONS

Name of Applicant: Chasity O'Steen

Position Applied For: County Attorney

1. How long have you known the candidate? 15 years

2. What is your relationship with the candidate? I was the Managing Partner of the law firm she worked at.

3. Would you describe the candidate as a leader? Yes If yes, why? She is involved in organizations. She serves as a mentor to other lawyers. She is good at managing lawyers.

4. Have you ever worked on a project with this individual? Yes.

If yes, did the candidate follow through with his/her portion of the duties or responsibilities?

She is very professional and follows through.

5. How does the candidate react in stressful situations? I never saw her react negatively. She is composed.

6. How does the candidate relate to others? She does very well. She does not have any problems relating to others. She is very approachable and relatable.

7. In your experience with the candidate, have you found him/her to be:

Reliable? Yes Patient? Yes Compassionate? Yes Motivated? Yes

8. Please complete the following sentences regarding the candidate:

a. I would best describe this individual as focused, has a servant heart and good leadership skills.

b. This person's strengths include being able to handle difficult people. She is thick skinned.
She is good when the chips are down.

c. This person could be more effective if he/she worked to improve Could not think of
anything.

9. Is there anything else you might be able to tell us about his individual that would help us to make
an employment decision? She would be a perfect fit.

Rob Sniffen
Person giving reference

October 4, 2019
Date

PERSONAL REFERENCE QUESTIONS

Name of Applicant: Chasity O'Steen

Position Applied For: County Attorney

1. How long have you known the candidate? 15 years

2. What is your relationship with the candidate? It was Professional as the Director of the Ethics Commission. We discussed issues and legal analysis. She represented clients.

3. Would you describe the candidate as a leader? Yes If yes, why? She takes initiative, leads by example, and serves as a resource.

4. Have you ever worked on a project with this individual? Yes.

If yes, did the candidate follow through with his/her portion of the duties or responsibilities?

We collaborated on complicated issues. The outcome went as it should have on issues.

5. How does the candidate react in stressful situations? I haven't seen her lose control. She is methodical and even keeled.

6. How does the candidate relate to others? She does very well. She is pleasant, cordial, and nice.

7. In your experience with the candidate, have you found him/her to be:

Reliable? Very Patient? Yes Compassionate? Yes Motivated? Yes; energetic

8. Please complete the following sentences regarding the candidate:

a. I would best describe this individual as capable, has good attention to detail, and accepts responsibility.

b. This person's strengths include **precise identification of legal issues, understands context, and delivers useful product.**

c. This person could be more effective if he/she worked to improve **I don't see any weaknesses.**

9. Is there anything else you might be able to tell us about his individual that would help us to make an employment decision? **She knows ethics laws and other legal acumen. She has dealt with other government officials and employees.**

Chris Anderson
Person giving reference

October 2, 2019
Date

PERSONAL REFERENCE QUESTIONS

Name of Applicant: Chasity O'Steen

Position Applied For: County Attorney

1. How long have you known the candidate? Our children attend the same school and activities.

2. What is your relationship with the candidate? She is a direct report since the beginning of 2019.

3. Would you describe the candidate as a leader? Yes If yes, why? She goes above and beyond. She would never ask an employee to do what she would not do. She goes over issues thoroughly. She will follow up and has a high level of integrity.

4. Have you ever worked on a project with this individual? Yes.

If yes, did the candidate follow through with his/her portion of the duties or responsibilities?

She can juggle multiple projects. She's a self-starter and can anticipate issues. She's good with pulling team members together and assisting team members when needed.

5. How does the candidate react in stressful situations? She has a calming demeanor and is. not inflammatory. She is fact based.

6. How does the candidate relate to others? She is personable, approachable, and politically tactful. She has a high EQ.

7. In your experience with the candidate, have you found him/her to be:

Reliable? Yes Patient? Yes Compassionate? Very Motivated? Absolutely.

8. Please complete the following sentences regarding the candidate:

a. I would best describe this individual as **dedicated, driven, above reproach.**

b. This person's strengths include **being able to digest large volumes of technical information and simplify it for a variety of audiences.**

c. This person could be more effective if he/she worked to improve **to not try to do everything herself and cause burnout. She's a very hard worker.**

9. Is there anything else you might be able to tell us about his individual that would help us to make an employment decision? **She is passionate, dedicated, and loyal. Her reputation and credibility is important to her. She can come up with solutions. She put a lot of thought into applying for the position.**

David Clark
Person giving reference

September 29, 2019
Date

PERSONAL REFERENCE QUESTIONS

Name of Applicant: Chasity O'Steen

Position Applied For: County Attorney

1. How long have you known the candidate? I have known her since about 2000.

2. What is your relationship with the candidate? We graduated from law school together. I also hired her in a couple of positions in procurement and financial services.

3. Would you describe the candidate as a leader? Yes If yes, why? I also recommended her for the General Counsel position.

4. Have you ever worked on a project with this individual? Yes.

If yes, did the candidate follow through with his/her portion of the duties or responsibilities? Yes.

5. How does the candidate react in stressful situations? She deals well with problems.

6. How does the candidate relate to others? She deals very well with others. We complemented each other. She is more diplomatic and charming. She has good people skills.

7. In your experience with the candidate, have you found him/her to be:

Reliable? Very Patient? Yes Compassionate? Yes Motivated? Very

8. Please complete the following sentences regarding the candidate:

a. I would best describe this individual as competent, reliable, and trustworthy.

b. This person's strengths include being detail-oriented.

c. This person could be more effective if he/she worked to improve understanding client objectives and consider alternatives to reach goal. She sometimes views the world as black or white.

9. Is there anything else you might be able to tell us about his individual that would help us to make an employment decision? You should hire her. She's personable, charming, and receives the highest praises.

Drew Parker
Person giving reference

September 28, 2019
Date

PERSONAL REFERENCE QUESTIONS

Name of Applicant: Chasity O'Steen

Position Applied For: County Attorney

1. How long have you known the candidate? 15 years

2. What is your relationship with the candidate? I was her employer; we had to down-size in 2010 due to economic reasons.

3. Would you describe the candidate as a leader? Yes If yes, why? She does outstanding, exemplary work. You could send her to a hostile meeting and she would come back achieving goals.

4. Have you ever worked on a project with this individual? Yes.

If yes, did the candidate follow through with his/her portion of the duties or responsibilities?

Absolutely. Her work was always done. She is very tenacious.

5. How does the candidate react in stressful situations? She reacts very well. She will never forget who her client is.

6. How does the candidate relate to others? Very well.

7. In your experience with the candidate, have you found him/her to be:

Reliable? Yes Patient? Yes Compassionate? Yes Motivated? Yes

Her work is off the chart and she works like a bull dog.

8. Please complete the following sentences regarding the candidate:

a. I would best describe this individual as hardworking, dedicated, goal-oriented, and disarming.

b. This person's strengths include smart, works well with others including hostile people, and a hard worker.

c. This person could be more effective if he/she worked to improve No suggestions.

9. Is there anything else you might be able to tell us about his individual that would help us to make an employment decision? She is very honest and can make an organization work.

Bill Sundstrom
Person giving reference

October 2, 2019
Date

LaShawn Riggans

Application

EMPLOYMENT APPLICATION



LEON COUNTY GOVERNMENT
 315 S. Calhoun Street
 Tallahassee, Florida 32301
 850-606-2400
<http://www.leoncountyfl.gov>

Riggins, LaShawn D
085-19 COUNTY ATTORNEY

Received: 8/6/19 4:42 PM
For Official Use Only:
 QUAL: _____
 DNO: _____
 Experience
 Training
 Other: _____

PERSONAL INFORMATION

POSITION TITLE: COUNTY ATTORNEY		EXAM ID#: 085-19
NAME: (Last, First, Middle) Riggins, LaShawn D		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) [REDACTED]		[REDACTED]
HOME PHONE: [REDACTED]	ALTERNATE PHONE:	NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: FL	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

PREFERENCES

MINIMUM COMPENSATION: \$190,000.00 per year	ARE YOU WILLING TO RELOCATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day, Evening, Night, Weekends, On Call (as needed)	

EDUCATION

DATES: From: To:	SCHOOL NAME: The Coaching and Positive Psychology Insitute	
LOCATION: (City, State) Peachtree City, Georgia	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Certification
MAJOR: Personal Development Coaching		UNITS COMPLETED:
DATES: From: To:	SCHOOL NAME: Florida Coastal School of Law	
LOCATION: (City, State) Jacksonville, Florida	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Professional
MAJOR: Criminal Law		UNITS COMPLETED:
DATES: From: To:	SCHOOL NAME: Kennesaw State University	
LOCATION: (City, State) Kennesaw, Georgia	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Public Administration		UNITS COMPLETED:
DATES: From: To:	SCHOOL NAME: Kennesaw State University	
LOCATION: (City, State) Kennesaw, Georgia	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Political Science		UNITS COMPLETED:

WORK EXPERIENCE

DATES: From: 9/2017 To: Present	EMPLOYER: Leon County Attorney's Office	POSITION TITLE: Deputy County Attorney
ADDRESS: (Street, City, State, Zip Code) 301 S. Monroe Street, Suite 202, Tallahassee, Florida, 32301		COMPANY URL:
PHONE NUMBER: 850-606-2500	SUPERVISOR: Herbert W. A. Thiele - County Attorney	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 10
DUTIES: Provide legal services and advice to the Board of County Commissioners, County Administrator, County departments, and boards and agencies organized under the Board of County Commissioners. Work closely with the County Attorney, serving as second in command of the office. Manage staff and Assistant County Attorneys. Render legal advice concerning labor and employment, transactions, contracts, procurement, public records, ethics, prosecuting or defending lawsuits, legal rights and obligations, and policy matters. Work with federal, state, local, administrative, and quasi-judicial governmental agencies to achieve objectives. Conduct meetings and negotiations. Draft contracts, inter-local agreements, ordinances, court pleadings, and other legal documents. Litigate cases to further the best interests of the County.	
REASON FOR LEAVING: Reason for applying: To grow, enhance, and further dedicate my extensive legal and professional experience, high level of professionalism, and strong commitment to community service, as the County Attorney for Leon County, Florida.	
DATES: From: 1/2011 To: 9/2017	EMPLOYER: Leon County Attorney's Office
POSITION TITLE: Assistant County Attorney	
ADDRESS: (Street, City, State, Zip Code) 301 S. Monroe Street, Suite 202, Tallahassee, Florida, 32301	
COMPANY URL:	
PHONE NUMBER: 850-606-2500	SUPERVISOR: Herbert W. A. Thiele - County Attorney
MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 0
DUTIES: Provided legal services and advice to the Board of County Commissioners, County Administrator, County departments, and boards and agencies organized under the Board of County Commissioners. Advised clients concerning transactions, claim liability, advisability of prosecuting or defending lawsuits, and legal rights and obligations. Drafted contracts, bonds, ordinances, resolutions, and other legal instruments. Provided counsel to the Procurement Review Board at bid protest hearings. Handled labor and employment matters, including disciplinary issues, EEOC complaints, Veterans' Preference claims, and unemployment compensation.	
REASON FOR LEAVING: Promotion	
DATES: From: 1/2008 To: 4/2011	EMPLOYER: University of West Florida
POSITION TITLE: Adjunct Professor	
ADDRESS: (Street, City, State, Zip Code) 1170 Martin Luther King Jr Blvd, Fort Walton Beach, Florida, 32547	
COMPANY URL:	
PHONE NUMBER: 850-218-0770	SUPERVISOR: Kathrine Johnson - Criminal Justice Program Coordinator
MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
HOURS PER WEEK: 8	# OF EMPLOYEES SUPERVISED: 0
DUTIES: Taught classes in Criminal Law and Judicial Process to third- and fourth-year college students. Created the course syllabus, lesson plan, and examinations. Conducted conferences with students to address individual goals and progress. Worked with a diverse population of students and developed strategies for responding effectively to a wide range of learning styles. Utilized online learning management systems to organize course content and communicate with students.	
REASON FOR LEAVING: Relocated to Tallahassee, FL for new career opportunity.	
DATES: From: 8/2006 To: 1/2011	EMPLOYER: Office of State Attorney First Judicial Circuit
POSITION TITLE: Assistant State Attorney	
ADDRESS: (Street, City, State, Zip Code) 1B 9th Ave, Shalimar, Florida, 32579	
COMPANY URL:	
PHONE NUMBER: 850-598-5758	SUPERVISOR: Ginger Madden - Supervising Attorney
MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 0
DUTIES: Prosecuted felony cases on behalf of the State of Florida. Assembled case files, interviewed witnesses in preparation for trial, attended and conducted depositions, conducted plea negotiations, investigated case data, and researched applicable case law. Tried felony cases in court. Assisted the Juvenile Division with juvenile intake and filing decisions, including diversion. Attended juvenile court proceedings in the absence of the juvenile prosecutor. Provided legal advice to law enforcement officers. Reviewed arrest and search warrant applications submitted by law enforcement officers.	
REASON FOR LEAVING: Personal and family reasons.	

CERTIFICATES AND LICENSES

TYPE: CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY	
LICENSE NUMBER:	ISSUING AGENCY:
TYPE: Florida Bar	
LICENSE NUMBER: 0029450	ISSUING AGENCY:
TYPE: United States District Court, Northern District	
LICENSE NUMBER:	ISSUING AGENCY:

Skills**OFFICE SKILLS:**

Typing: 70
Data Entry: 0

OTHER SKILLS:**LANGUAGE(S):****ADDITIONAL INFORMATION****Honors & Awards**

- The Florida Bar, Professional Ethics Committee (Appointed, July 1, 2019)
- The Florida Bar, First District Florida Registered Paralegal Committee, Chair (Appointed two consecutive terms, 2013 – 2019)
- Labor and Employment Law EEOC and FEPA Liaison Committee
- Labor and Employment Law School Liaison Committee
- "25 Women You Need to Know" Award (2019)

Professional Memberships

- The Florida Bar
- United States District Court, Northern District
- American Bar Association
- Tallahassee Bar Association
- Tallahassee Women Lawyers, a local chapter of the Florida Association of Women Lawyers
- William H. Stafford American Inn of Court
- Phi Alpha Delta Law Fraternity, International

Miscellaneous**PRESENTATIONS**

North Florida Chapter - Florida Society of Certified Public Managers (April 9, 2019)

o Keynote speaker, Conflict Resolution in the Workplace

Florida National Guard Victim Advocate Continuing Education (2017 – Present)

o Provide training and instruction on aspects of sexual assault cases from initiation to conclusion, including how victim advocates can better assist victims. Examine interactions between law enforcement and victim advocates, lessons learned, and potential pitfalls.

Law Enforcement and Military Police Training (2008 – 2011)

o Conducted numerous training classes to law enforcement officers and military police in the areas of search and seizure, canine law, and conducting stops for driving under the influence (DUI).

Volunteer Experience

- Veteran Outreach Projects and Service Organizations (1995 – Present)
- Leon County Teen Court (2011 – Present)
- 2nd Judicial Circuit From Classroom To Courtroom (2012 – Present)
- Feeding America (2006 – Present)
- Natural Disaster Animal Sheltering Volunteer
- R. Frank Nims Middle School Civics Volunteer (2015 – Present)
- Alpha Kappa Alpha Sorority, Inc. (1995 – Present)
- Florida Department of Juvenile Justice (2008 – 2011)
- Okaloosa County Teen Court (2007 – 2011)
- Marietta Regional Youth Detention Center (2000 – 2003)
- National Suicide Prevention Lifeline (1993 – 1995)
- Georgia Court Appointed Special Advocate (1999 – 2001)

Military Service

Performed a wide range of assignments in support of intelligence gathering and fleet deployment. Held and maintained a high security clearance. Stationed in the Republic of Panama and in Okinawa, Japan. Achieved rank of Petty Officer E-4. Received Honorable Discharge.

REFERENCES

REFERENCE TYPE: Professional	NAME: Jeffrey Arrowood	POSITION: Partner/Shareholder
ADDRESS: (Street, City, State, Zip Code) Arrowood Law Firm, 1014 N. Adams St., Tallahassee, Florida 32303		
EMAIL ADDRESS: attyjeff@yahoo.com		PHONE NUMBER: 850-224-5333
REFERENCE TYPE: Professional	NAME: Eric Esmond	POSITION: Chief, Jail Division
ADDRESS: (Street, City, State, Zip Code) Okaloosa County Department of Corrections, 1200 East James Lee Blvd., Crestview, Florida 32539		
EMAIL ADDRESS: eesmond@myokaloosa.com		PHONE NUMBER: 850-218-7493
REFERENCE TYPE: Professional	NAME: Jack Campbell	POSITION: State Attorney, 2nd Judicial Circuit
ADDRESS: (Street, City, State, Zip Code) Office of State Attorney, 301 South Monroe Street, Suite 475, Tallahassee, Florida 32301		
EMAIL ADDRESS: CampbellJ@leoncountyfl.gov		PHONE NUMBER: 850-606-6000
REFERENCE TYPE: Professional	NAME: Joseph Flood	POSITION: Partner

ADDRESS: (Street, City, State, Zip Code) Dean, Ringers, Morgan and Lawton, P.A., 201 East Pine Street, Suite 1200 , Orlando, Florida 32801	
EMAIL ADDRESS: jfflood@drml-law.com	PHONE NUMBER: 407-422-4310

Agency-Wide Questions

1. **VETERANS' PREFERENCE** Leon County gives preference in appointment to eligible veterans and their family as defined in Chapter 295, Laws of Florida. An applicant eligible for Veterans' Preference who believes he or she was not afforded employment preference in accordance with Florida Statutes and regulations may file a complaint. The complaint shall be filed within 60 calendar days from the date that the notice of hiring decision by the County is received by the applicant. For information on how to submit a complaint, visit the Florida Department of Veterans' Affairs at <http://floridavets.org> Are you claiming Veterans' Preference?
Yes
2. **VETERANS' PREFERENCE CONT.** If you selected 'Yes' above, check the appropriate type of Veterans' Preference below. NOTE: Documentation substantiating your claim must be furnished at the time of application to: LCHR_Recruitment@leoncountyfl.gov. DO NOT ATTACH DOCUMENTATION TO YOUR APPLICATION!
3. Wartime Veteran as defined in s 1.01(14), who has served at least 1 day during a wartime period. Active duty for training may not be allowed for eligibility under this paragraph.
3. **Are you a current Leon County Government employee?**
Yes
4. **Have you ever been a defendant in a civil action for intentional tort?**
No
5. **If you answered "Yes" to the above, describe the nature of the intentional tort and the disposition of the action. If No, type N/A.**
N/A
6. **CRIMINAL HISTORY INFORMATION** If your answers to the following questions on criminal history are not truthful, you may not be hired. If you are not sure or do not remember what happened in a criminal case(s), contact the appropriate county, state, or federal agency so that you can report accurate information on your criminal history. A "YES" answer to any question(s) will not automatically bar you from employment. The nature, job-relatedness, severity, and date of the offense(s) in relation to the duties of the position for which you are applying are considered. Prior to employment, a criminal history screening will be conducted on the selected applicant to verify the information below.
7. **Have you ever been convicted of a felony or a first-degree misdemeanor?**
No
8. **If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. NOTE: If this is not applicable, please type 'NA' in the space below.**
NA
9. **Have you ever pled Nolo Contendere or pled Guilty to a crime that is a felony or a first-degree misdemeanor?**
No
10. **If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. NOTE: If this is not applicable, please type "NA" in the space below.**
NA
11. **Have you ever had the adjudication of guilt withheld for a crime that is a felony or a first-degree misdemeanor?**
No
12. **If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. NOTE: If this is not applicable, please type "NA" in the space below.**
NA
13. **Do you have a valid driver's license?**
Yes
14. **Do you have a commercial driver's license?**
No
15. **CITIZENSHIP/AUTHORIZATION TO WORK** Leon County BCC hires only United States citizens and lawfully authorized alien workers. If offered employment, you must provide proof of citizenship or authorization to work in the U.S. Are you a U.S. Citizen?
Yes
16. **Do you possess an I-151, an I-1551, or an I-94 card stamped "Employment Authorized?"**
No
17. **Are you a displaced employee from a State of Florida agency or department? If Yes, please attach your Notice of Layoff from the State of Florida with submission of your completed application.**
No
18. **To your knowledge, do you have any relatives working for the Leon County Government?**
No
19. **If you answered 'Yes' to the above, please list: 1) Name; 2) Relationship; 3) Job Title; 4) Worksite. If not applicable, type N/A in the space below.**
N/A

20. **LICENSURE/BONDING List any professional or occupational licenses, certificates, or registrations which you currently hold (i.e., Professional Engineer, Wastewater Operator Certificate, Certified Professional Secretary, MCSE, etc.) If not applicable, type N/A in space below.**
 Florida Bar
 United States District Court, Northern District
 Professional Development Coaching Certificate
21. **LICENSURE/BONDING CONT. Have you ever been bonded? If 'Yes', list jobs where you have been bonded. If not applicable, type 'N/A' in the space below.**
 N/A
22. **OFFICE SKILLS Please indicate areas of competency (if applicable).**
 Computer: Word Processing, Computer: Spreadsheets, Typing
23. **If you checked that you possess computer skills, please list specific software programs you have used and your level of experience: beginner, intermediate, advanced or expert.**
 Microsoft Office 365, advanced
 Microsoft Outlook, intermediate
 Cycom Data Systems/County Law
 Westlaw, advanced
 LexisNexis, intermediate
24. **If you selected that you possess shorthand and/or typing skills, please list how many words per minute. Shorthand - Typing -**
 Typing 70 wpm
25. **TRADES SKILLS Check any/all that apply:**
 None of the Above
26. **For each of the trade skills above that you selected, please provide details and years of experience in that trade. If not applicable, type N/A.**
 N/A
27. **EQUIPMENT OPERATION Please indicate which of the following you have operated.**
 None of the above
28. **Please list how many years you have operated each piece of equipment selected above.**
29. **OTHER SKILL AREAS/TRAINING List below any courses, seminars, workshops, conferences, or other training that are especially relevant in preparing you for this position. Please list only relevant courses, but be sure to give complete and meaningful information so your training can be evaluated fairly (course title, length, content, etc.)**
 Local Government Law in Florida
 City, County and Local Government Law Section Certification Review Course 2019
 Public Finance in Florida 2019
 Florida Assn of County Attorneys Annual CLE
 Florida's Premier Labor & Employment Conference
 Practicing Before State Labor & Employment Agencies CLE
 Public Employment Labor Relations Forum
 Sunshine Law and Public Records CLE
30. **Where did you first hear about this opportunity?**
 Other
31. **If you selected "Other" above, please list source. If not applicable, type N/A.**
 N/A
32. **NOTICE OF INTENT TO OBTAIN A CONSUMER REPORT. [Please Click Here to Read](#)**
 I have read the Notice of Intent to Obtain a Consumer Report.
33. **DISPLACED STATE OF FLORIDA WORKER. [Please Click Here to Read](#)**
 I have read the Displaced State of Florida Worker.
34. **NOTICE TO APPLICANTS and ADDITIONAL POLICIES. [Please Click Here to Read](#)**
 I have read the Notice to Applicants and Additional Policies.
35. **NOTICE OF VETERAN'S PREFERENCE. [Please Click Here to Read](#)**
 I have read the Notice of Veteran's Preference.

Job Specific Supplemental Questions

1. **Are you a graduate from an accredited law school with a Juris Doctor Degree?**
Yes
2. **Are you currently a member of the Florida Bar and in good standing?**
Yes
3. **Do you have a minimum of 10 years of progressively responsible experience in practicing law?**
Yes
4. **How many years of experience do you have in practicing local government law?**
8 years
5. **How many years of experience do you have in litigation, ordinance drafting, resolution drafting, and advising boards and constitutional officers?**
10+
6. **Do you have experience supervising or managing other attorneys?**
Yes
7. **Do you have Florida county government experience?**
Yes

The following terms were accepted by the applicant upon submitting the online application:

NOTE: Once you have clicked the "Accept & Submit" button, you will not be able to return and edit your application. Please ensure that your application is complete and any documents that you wish to attach have been attached prior to clicking this button.

By clicking on the 'Accept & Submit' button, I hereby certify that all statements made in this application and any attachments to it are true. I understand that any misstatement, misrepresenting or omission of fact may cause my application not to be considered; or, if I am employed, may cause my immediate dismissal. I authorize the Human Resources Director of Leon County Board of County Commissioners to verify information contained in this application and attachments. I further authorize anyone having such information to release it. I understand that a criminal background check (consumer report) is a required condition of employment. I further understand that, if I am selected for employment, prior to appointment I will be required to successfully pass a pre-employment drug test. I have no objection to having my record cleared through appropriate law enforcement agencies.

This application was submitted by LaShawn D Riggans on 8/6/19 4:42 PM

Signature _____

Date _____

LaShawn D. Riggans

August 6, 2019

Honorable Chairman and Members of the Board of County Commissioners
Leon County Courthouse
301 South Monroe Street
Tallahassee, FL 32301

Dear Honorable Chairman and Members of the Board:

Are you seeking a County Attorney with:

- 13 years of progressively responsible experience in practicing law?
- 8-½ years in the practice of local government law within the Leon County family?
- Extensive and thorough knowledge of the laws, codes, rules, and regulations which pertain to County government operations, and, in particular, to Leon County?
- Experience in supervising and managing other attorneys and staff?
- Excellent written and oral communication skills?
- A passion for serving the Leon County community?
- Strong and well-established working relationships with the County Attorney's Office, the County Administrator and County staff, County departments, boards and agencies, and State and other local governments?

If so, then look no further. The position requirements and my skills are the perfect match.

As you can see in my enclosed résumé, I possess the legal and professional experience, education, and oral and written communication skills for which you are searching. I am a highly motivated individual and dedicated public servant, and would embrace the opportunity to continue to contribute to this organization's success as your next County Attorney.

Thank you for taking the time to review my résumé, and I look forward to speaking with each of you. In the interim, should you have any questions or need additional information, please do not hesitate to contact me.

Sincerely yours,

LaShawn D. Riggans

LaShawn D. Riggans
Enclosure

LaShawn D. Riggans

OBJECTIVE

To grow, enhance, and further dedicate my extensive legal and professional experience, high level of professionalism, and strong commitment to community service, as the County Attorney for Leon County, Florida.

PROFESSIONAL SUMMARY

Highly qualified, skilled, and dedicated attorney who possesses a proven record of providing exceptional legal services. Extensive background in local government law, administrative law, civil and criminal law, and labor and employment law. Expertise in analytical and deductive reasoning, legal research and writing, court and administrative proceedings, negotiations, and conducting effective meetings. Strong skills in contract law, procurement, ordinance drafting, federal and state regulations, public records law, Sunshine law, ethics, and the political process. Proven ability to manage multiple priorities and achieve prime objectives. Ability to supervise the work of others and build effective relationships. Committed to creating an atmosphere that encourages mutual respect and a collaboration of diverse ideas.

EDUCATION

Florida Coastal School of Law
Jacksonville, FL
2003-2006
Juris Doctor

Kennesaw State University
Kennesaw, GA
2000-2002
Masters of Public Administration

Kennesaw State University
Kennesaw, GA
1995-1999
Bachelor of Science in Political Science

The Coaching and Positive Psychology Institute (CaPP)
Peachtree City, GA
2019
Certificate, Personal Development Coaching

EXPERIENCE

Deputy County Attorney | Leon County Attorney's Office Tallahassee, FL

2017 - Present

Provide legal services and advice to the Board of County Commissioners, County Administrator, County departments, and boards and agencies organized under the Board of County Commissioners. Work closely with the County Attorney, serving as second in command of the office. Manage staff and Assistant County Attorneys. Render legal advice concerning labor and employment, transactions, contracts, procurement, public records, ethics, prosecuting or defending lawsuits, legal rights and obligations, and policy matters. Work with federal, state, local, administrative, and quasi-judicial governmental agencies to achieve objectives. Conduct meetings and negotiations. Draft contracts, interlocal agreements, ordinances, court pleadings, and other legal documents. Litigate cases to further the best interests of the County.

Examples of Major Projects/Contributions:

- Obtained favorable outcomes in litigation matters
 - Firearm Preemption, prevailed in Circuit Court
 - Tober v. Leon County, Dismissed
 - Jillian Dawn Thomas v. Nelson Andrews, et. al, Dismissed
 - Miccosukee Volunteer Fire Department Restitution Hearing
 - O'Brien's Response Management, L.L.C. v. Leon County
- Drafted ordinance closing gun show loophole
- Restructuring of CRA Interlocal Agreement
- 2018 Charter Review Committee

Assistant County Attorney | Leon County Attorney's Office Tallahassee, FL

2011 - 2017

Provided legal services and advice to the Board of County Commissioners, County Administrator, County departments, and boards and agencies organized under the Board of County Commissioners. Advised clients concerning transactions, claim liability, advisability of prosecuting or defending lawsuits, and legal rights and obligations. Drafted contracts, bonds, ordinances, resolutions, and other legal instruments. Provided counsel to the Procurement Review Board at bid protest hearings. Handled labor and employment matters, including disciplinary issues, EEOC complaints, Veterans' Preference claims, and unemployment compensation.

Examples of Major Projects/Contributions:

- Simulated Gambling Ordinance (Internet Cafés)
- Operation Thank You
- Leon County Domestic Partnership Registry
- Animal Abuser Registry
- Obtained favorable outcomes in litigation matters
 - ACHA/Medicaid Billing
 - Employment/EEOC
 - Veteran's Preference
 - DJJ Rule Challenge
 - Animal Cruelty
 - Bid Protests

Adjunct Professor, Criminal Justice and Legal Studies
University of West Florida
Fort Walton Beach, FL
2008 – 2011

Criminal Law

Taught classes in Criminal Law to third- and fourth-year college students, encompassing a thorough examination of major substantive crimes. Discussed the concepts of criminal responsibility, parties to crime, causation, and special legal defenses. Created the course syllabus, lesson plan, and examinations. Conducted conferences with students to address individual goals and progress. Worked with a diverse population of students and developed strategies for responding effectively to a wide range of learning styles. Used online learning management systems to organize content and communicate with students outside of class.

Judicial Process

Taught classes in Judicial Process to third- and fourth-year college students. Classes encompassed a thorough examination of the judicial component of the criminal justice system and comprehensive analysis of the structure, procedures and personnel of the American court system. Created the course syllabus, lesson plan, and examinations. Facilitated discussion of the political and social influences on the judicial process and organization. Conducted conferences with students to address individual goals and progress. Developed strategies to effectively address a wide range of learning styles. Utilized online learning management systems to organize course content and communicate with students.

Assistant State Attorney | Office of State Attorney
First Judicial Circuit
Shalimar, FL

2006 - 2011

Prosecuted felony cases on behalf of the State of Florida. Assembled case files, interviewed witnesses in preparation for trial, attended and conducted depositions, conducted plea negotiations, investigated case data, and researched applicable case law. Tried felony cases in court. Assisted the Juvenile Division with juvenile intake and filing decisions, including diversion. Attended juvenile court proceedings in the absence of the juvenile prosecutor. Provided legal advice to law enforcement officers. Reviewed arrest and search warrant applications submitted by law enforcement officers.

Juvenile Justice Clinic | Florida Coastal School of Law
Jacksonville, FL

2006

Provided representation to adult and juvenile clients in court and before administrative agencies. Worked with attorneys to provide representation to juveniles in delinquency and dependency hearings. Assisted in cases involving dissolution of marriage, child custody, child support, guardianships, and adoptions.

**Victim Advocate | Cobb County District Attorney's Office
Marietta, GA**

2002 - 2003

Guided victims of felony crimes and juvenile crimes through the criminal justice system. Attended all court proceedings in which the victim was present, explained the steps of the criminal justice system and the court process, and prepared the victim and witnesses for court appearances. Assisted with the completion of Victim Impact Statements, Victim Compensation Claims, and the return of the victim's property from evidence. Ensured that the victim received counseling and other necessary services.

**Judicial Administrative Technician II | Cobb County
Magistrate Court
Marietta, GA**

2000 - 2002

Performed administrative and clerical support tasks for the Criminal Division of Magistrate Court. Performed judicial support functions and provided back-up for the court clerk during hearings.

Cryptologic Technician | United States Navy

1988 - 1993

Performed a wide range of assignments in support of intelligence gathering and fleet deployment. Held and maintained a high security clearance. Stationed in the Republic of Panama and in Okinawa, Japan. Achieved rank of Petty Officer E-4. Received Honorable Discharge.

VOLUNTEER WORK

- Veteran Outreach Projects and Service Organizations (1995 – Present)
- Leon County Teen Court (2011 – Present)
- 2nd Judicial Circuit From Classroom To Courtroom (2012 – Present)
- Feeding America (2006 – Present)
- Natural Disaster Animal Sheltering Volunteer
- R. Frank Nims Middle School Civics Volunteer (2015 – Present)
- Alpha Kappa Alpha Sorority, Inc. (1995 – Present)
- Florida Department of Juvenile Justice (2008 – 2011)
- Okaloosa County Teen Court (2007 – 2011)
- Marietta Regional Youth Detention Center (2000 – 2003)
- National Suicide Prevention Lifeline (1993 – 1995)
- Georgia Court Appointed Special Advocate (1999 – 2001)

PRESENTATIONS

- North Florida Chapter - Florida Society of Certified Public Managers (April 9, 2019)
 - Keynote speaker, Conflict Resolution in the Workplace

- Florida National Guard Victim Advocate Continuing Education (2017 – Present)
 - Provide training and instruction on aspects of sexual assault cases from initiation to conclusion, including how victim advocates can better assist victims. Examine interactions between law enforcement and victim advocates, lessons learned, and potential pitfalls.
- Law Enforcement and Military Police Training (2008 – 2011)
 - Conducted numerous training classes to law enforcement officers and military police in the areas of search and seizure, canine law, and conducting stops for driving under the influence (DUI).

PROFESSIONAL MEMBERSHIPS

- The Florida Bar
- United States District Court, Northern District
- American Bar Association
- Tallahassee Bar Association
- Tallahassee Women Lawyers, a local chapter of the Florida Association of Women Lawyers
- William H. Stafford American Inn of Court
- Phi Alpha Delta Law Fraternity, International

APPOINTMENTS / COMMITTEES / AWARDS

- The Florida Bar, Professional Ethics Committee (Appointed, July 1, 2019)
- The Florida Bar, First District Florida Registered Paralegal Committee, Chair (Appointed two consecutive terms, 2013 – 2019)
- Labor and Employment Law EEOC and FEPA Liaison Committee
- Labor and Employment Law School Liaison Committee
- “25 Women You Need to Know” Award (2019)

LaShawn Riggans

Reference Check



Telephone Reference Check

References can be checked as soon as interviews are completed and the selection team has reached consensus on the recommended candidate. A reference check is required only for the top candidate. If unable to contact a reference on the first attempt, make two more attempts on separate dates and document below.

General Information

Applicant: <u>LaShawn Riggins</u>	Date: <u>9/27/19</u>
Applicant's Employer: <u>Office of the State Attorney</u>	Phone: <u>850-598-5758</u>
Name of Person Contacted: <u>Ginger Madd</u>	
Title of Person Contacted: <u>Supervising Attorney</u>	

My name is {Name} with Leon County. I would like to verify information given to me by {Applicant's Name} who is applying for the position of {Position Name} with Leon County.

1. What was the job title? Assistant State Attorney

2. Were you the direct supervisor of the applicant? Yes No If no, who was the direct supervisor at the time the applicant separated from this employment? _____

3. What were the dates of employment? From: 8/06 To: 1/11

4. What were the duties and responsibilities of his/her job? [Please attach an additional page if necessary.]

Prosecuted cases on behalf of the State of Florida.

5. Would you evaluate the overall quality of work performed as: [Please check the appropriate one]
 Outstanding Good Average BelowStandard Unsatisfactory

6. Could you please comment on this person's ability to work with and relate to:
Management? Very well. She had a very good reputation with the Defense Bar and Judges as well.
Peers? Good relationship with support staff and was well respected among other attorneys
The Public? Good appeal to the public

7. Could you briefly comment on the applicant's:
Strengths? Very organized, pays attention to detail.
Opportunities for improvement? None.

8. Was this person in a supervisory role? Yes No If yes, how would you define the applicant's management style? _____

9. Would you rehire this applicant in their current position or position last held?

Yes No

If no, please explain why. Absolutely

10. Given the applicant's performance in the current or last position held, would you support a promotion?

Yes No If no, please explain why.

11. Would you please comment on this applicant's:

Dependability on work assignments? Very dependable.

Ability to take on new responsibilities? Always willing to take on additional responsibilities.

Potential for advancement? Absolutely

Degree of supervision needed? Very little supervision was required. Was good at keeping me abreast of current issues.

Overall attitude? Excellent attitude. Very professional and articulate.

12. Has any derogatory information provided above been discussed with the employee?

Yes No N/A

13. Is there anything else of related significance we should know about {Applicant's Name}?

Believes Ms. Riggans would be an amazing County attorney for Leon County. She is a very hard worker. She has the intellect and work ethic to perform job.

14. If available, what is the most recent evaluation score or rating, and date completed for {Applicant's Name}?

a. Evaluation score/rating: n/a Date: _____

15. Date personnel file was reviewed: n/a

If the personnel file was not reviewed, please explain why.

16. If unable to complete the reference check in its entirety, please explain why.

Candice Wilson

Verification Completed by

Wilson

Print Last Name

Initials of Verifier		Date	Time
Attempt #1	cw	9/18	9:00 a.m.
Attempt #2	cw	9/23	4:55 p.m.
Attempt #3			



Telephone Reference Check

References can be checked as soon as interviews are completed and the selection team has reached consensus on the recommended candidate. A reference check is required only for the top candidate. If unable to contact a reference on the first attempt, make two more attempts on separate dates and document below.

General Information

Applicant: <u>LaShawn Riggans</u>	Date: <u>9/25/2019</u>
Applicant's Employer: <u>University of West Florida</u>	Phone: <u>850-598-5758</u>
Name of Person Contacted: <u>Katherine Johnson</u>	
Title of Person Contacted: <u>Criminal Justice Program Coordinator</u>	

My name is {Name} with Leon County. I would like to verify information given to me by {Applicant's Name} who is applying for the position of {Position Name} with Leon County.

1. What was the job title? Adjunct Professor

2. Were you the direct supervisor of the applicant? Yes No If no, who was the direct supervisor at the time the applicant separated from this employment? _____

3. What were the dates of employment? From: 01/2008 To: 04/2011

4. What were the duties and responsibilities of his/her job? [Please attach an additional page if necessary.]

Adjunct Professor - taught Criminal Law and Judicial Process classes for the university.

5. Would you evaluate the overall quality of work performed as: [Please check the appropriate one]
 Outstanding Good Average Below Standard Unsatisfactory

6. Could you please comment on this person's ability to work with and relate to:
Management? N/A
Peers? N/A
The Public? Great with students. Very creative in her teaching techniques.

7. Could you briefly comment on the applicant's:
Strengths? Very knowledgeable. She possessed both the academic and practical knowledge of the law.
Opportunities for improvement? None noted.

8. Was this person in a supervisory role? Yes No If yes, how would you define the applicant's management style? _____

9. Would you rehire this applicant in their current position or position last held?

Yes No

If no, please explain why. _____

10. Given the applicant's performance in the current or last position held, would you support a promotion?

Yes No If no, please explain why.

11. Would you please comment on this applicant's:

Dependability on work assignments? Very dependable

Ability to take on new responsibilities? Flexible to the needs of the school and its students.

Potential for advancement? Absolutely

Degree of supervision needed? None

Overall attitude? She is a go getter. Very passionate.

12. Has any derogatory information provided above been discussed with the employee?

Yes No N/A

13. Is there anything else of related significance we should know about {Applicant's Name}?

Ms. Riggins would do well as the County Attorney. Her knowledge of the law is top notched. She is very dedicated.

14. If available, what is the most recent evaluation score or rating, and date completed for {Applicant's Name}?

a. Evaluation score/rating: n/a

Date: _____

15. Date personnel file was reviewed: n/a

If the personnel file was not reviewed, please explain why.

16. If unable to complete the reference check in its entirety, please explain why.

Candice Wilson

Verification Completed by

Wilson

Print Last Name

Initials of Verifier		Date	Time
Attempt #1	CW	9/18	9:00 a.m.
Attempt #2	CW	9/23	4:55 p.m.
Attempt #3			



Telephone Reference Check

References can be checked as soon as interviews are completed and the selection team has reached consensus on the recommended candidate. A reference check is required only for the top candidate. If unable to contact a reference on the first attempt, make two more attempts on separate dates and document below.

General Information

Applicant: <u>LaShawn Riggans</u>	Date: <u>10/3/2019</u>
Applicant's Employer: <u>Leon County Government</u>	Phone: <u>606-2500</u>
Name of Person Contacted: <u>Dan Rigo on behalf of Herb Thiele</u>	
Title of Person Contacted: <u>Assistant County Attorney</u>	

My name is {Name} with Leon County. I would like to verify information given to me by {Applicant's Name} who is applying for the position of {Position Name} with Leon County.

1. What was the job title? Deputy County Attorney

2. Were you the direct supervisor of the applicant? Yes No If no, who was the direct supervisor at the time the applicant separated from this employment? Currently employed

3. What were the dates of employment? From: 01/31/2011 To: Present

4. What were the duties and responsibilities of his/her job? [Please attach an additional page if necessary.]

5. Would you evaluate the overall quality of work performed as: [Please check the appropriate one]

Outstanding Good Average BelowStandard Unsatisfactory

6. Could you please comment on this person's ability to work with and relate to:

Management? Excellent team player, takes direction well. Recognizes her role and acts accordingly.

Peers? Excellent, outstanding. Both a peer and a great leader. Very well liked and works well with everyone.

The Public? Relates well with anyone even in difficult situations. Handles matters in a professional manner.

7. Could you briefly comment on the applicant's:

Strengths? Analyzes the issues well. Not hesitant to handle tough issues.

Opportunities for improvement? None

8. Was this person in a supervisory role? Yes No If yes, how would you define the applicant's management style? Leads by example. Acts

9. Would you rehire this applicant in their current position or position last held? Yes No
If no, please explain why. Currently employed

10. Given the applicant's performance in the current or last position held, would you support a promotion?
 Yes No If no, please explain why.

The County Attorney's office staff would welcome Ms. Riggans in the role of County Attorney. She has shown tremendous leadership in the office over the years.

11. Would you please comment on this applicant's:

Dependability on work assignments? Very dependable. Manages her own caseload while also ensuring other attorneys are on top of their caseload.

Ability to take on new responsibilities? Yes. Does not shy away from responsibilities.

Potential for advancement? Yes. Would like to see her as the new County Attorney.

Degree of supervision needed? None. Self starter and self motivated.

Overall attitude? Professional, detailed oriented, humble, listens to needs.

12. Has any derogatory information provided above been discussed with the employee?

Yes No N/A

13. Is there anything else of related significance we should know about {Applicant's Name}?

Not only is Ms. Riggans respected in the community, she is well respected in her role of Deputy County Attorney. She very knowledgeable of the law and not afraid to handle tough issues.

14. If available, what is the most recent evaluation score or rating, and date completed for {Applicant's Name}?

a. Evaluation score/rating: n/a Date: _____

15. Date personnel file was reviewed: _____

If the personnel file was not reviewed, please explain why.

Empty box for explanation of why personnel file was not reviewed.

16. If unable to complete the reference check in its entirety, please explain why.

Empty box for explanation of why reference check was not completed.

Candice Wilson

Verification Completed by

Wilson

Print Last Name

Initials of Verifier	Date	Time
Attempt #1		
Attempt #2		
Attempt #3		

PERSONAL REFERENCE QUESTIONS

Name of Applicant: LaShawn Riggans

Position Applied For: County Attorney

1. How long have you known the candidate? 15 years.

2. What is your relationship with the candidate? We had a working relationship. I was a Public Defender and she worked for the State Attorney.

3. Would you describe the candidate as a leader? Absolutely. If yes, why? She's honest and a hard worker.

4. Have you ever worked on a project with this individual? I can't recall.

If yes, did the candidate follow through with his/her portion of the duties or responsibilities? _____

5. How does the candidate react in stressful situations? She's very good. She will weigh all options.

6. How does the candidate relate to others? She does great with relationships. She listens to all sides of issues.

7. In your experience with the candidate, have you found him/her to be:

Reliable? Absolutely Patient? Yes Compassionate? Absolutely Motivated? Definitely

8. Please complete the following sentences regarding the candidate:

a. I would best describe this individual as honest, trustworthy, and reliable.

b. This person's strengths include seeing both sides of an argument. She understands and applies the law compassionately.

c. This person could be more effective if he/she worked to improve **There are no suggestions on improvements. She works very well at what she does.**

9. Is there anything else you might be able to tell us about his individual that would help us to make an employment decision? **You can't go wrong with her. If LaShawn says she is going to do something she will do it.**

Jeffrey Arrowood
Person giving reference

September 30, 2019
Date

PERSONAL REFERENCE QUESTIONS

Name of Applicant: LaShawn Riggans

Position Applied For: County Attorney

1. How long have you known the candidate? 7-10 years.

2. What is your relationship with the candidate? We are professional colleagues and in a professional organization.

3. Would you describe the candidate as a leader? Yes If yes, why? She's able to motivate and is a person of conviction. I have been in a team setting with her. She is knowledgeable. Her demeanor instills confidence in others.

4. Have you ever worked on a project with this individual? Yes. If yes, did the candidate follow through with his/her portion of the duties or responsibilities? Yes

5. How does the candidate react in stressful situations? She reacts very well in situations. She can portray negative information directly and respectfully.

6. How does the candidate relate to others? She does very well in professional and social situations. She has a good appearance and carries herself well. She is friendly and jovial.

7. In your experience with the candidate, have you found him/her to be:

Reliable? Yes Patient? Yes Compassionate? Yes Motivated? Yes

8. Please complete the following sentences regarding the candidate:

a. I would best describe this individual as being a strong advocate for the community. She has a wealth of experience in the military and civilian life to relate to a variety of people.

- b. This person's strengths include having a strong moral conviction and advocacy.
- c. This person could be more effective if he/she worked to improve having a soft touch.
9. Is there anything else you might be able to tell us about this individual that would help us to make an employment decision? I think she would be a great County attorney.

Jack Campbell
Person giving reference

October 4, 2019
Date

PERSONAL REFERENCE QUESTIONS

Name of Applicant: LaShawn Riggans

Position Applied For: County Attorney

1. How long have you known the candidate? 10 years.

2. What is your relationship with the candidate? Colleague and friend.

3. Would you describe the candidate as a leader? Absolutely. If yes, why? She always contributes to an endeavor. She took it upon herself to offer to teach classes.

4. Have you ever worked on a project with this individual? No.

If yes, did the candidate follow through with his/her portion of the duties or responsibilities? _____

5. How does the candidate react in stressful situations? She does very well. She's a calm person. She's a product of her professional history.

6. How does the candidate relate to others? Very well; she is cooperative and a people person.

7. In your experience with the candidate, have you found him/her to be:

Reliable? Absolutely Patient? Yes Compassionate? Yes Motivated? Absolutely

8. Please complete the following sentences regarding the candidate:

a. I would best describe this individual as very versatile.

b. This person's strengths include dedication and compassion.

c. This person could be more effective if he/she worked to improve She has very high expectations of herself. She can possibly be less self-critical.

9. Is there anything else you might be able to tell us about his individual that would help us to make an employment decision? She's collaborative, loyal, and has good working relationships.

Eric Esmond
Person giving reference

October 2, 2019
Date

1
2 **Sec. 2.133. Qualifications.**

3 The County Attorney shall be chosen on the basis of his or her professional
4 qualifications, legal and executive experience, and ability to serve as the county attorney of the
5 County. The County Attorney shall reside within Leon County during his or her tenure as
6 County Attorney.

7 **Sec. 2.134. Compensation.**

8 The compensation of the County Attorney shall be fixed by the Board at a level
9 commensurate with the responsibilities of the position, with performance appraisals conducted
10 by the Board at least annually.

11 **Sec. 2.135. Vacancy.**

12 A vacancy in the office shall be filled in the same manner as the original appointment.
13 The County Attorney may appoint an Acting County Attorney in the case of his or her temporary
14 vacancy.

15 **Section 2. Conflicts.** All ordinances or parts of ordinances in conflict with the
16 provisions of this ordinance are hereby repealed to the extent of such conflict, except to the
17 extent of any conflicts with the Tallahassee-Leon County 2030 Comprehensive Plan as amended,
18 which provisions shall prevail over any parts of this ordinance which are inconsistent, either in
19 whole or in part, with the said Comprehensive Plan.

20 **Section 3. Severability.** If any provisions or portion of this Ordinance is declared by
21 any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all
22 remaining provisions and portions of this Ordinance shall remain in full force and effect.

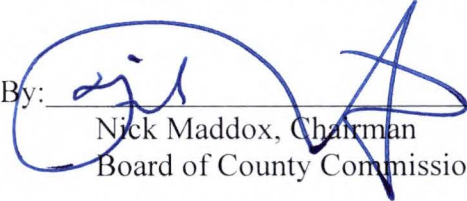
23 **Section 4. Effective Date.** This ordinance shall have effect upon becoming law.

1 DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon
2 County, Florida, this 10th day of April, 2018.

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LEON COUNTY, FLORIDA



By: 
Nick Maddox, Chairman
Board of County Commissioners

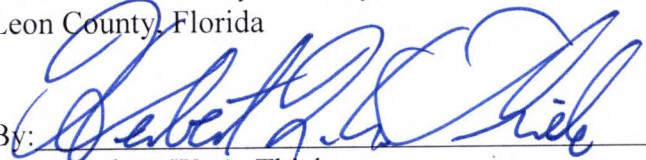
ATTEST:

Gwendolyn Marshall, Clerk of Court and
Comptroller, Leon County, Florida

By: 

APPROVED AS TO FORM:

Office of the County Attorney
Leon County, Florida

By: 
Herbert W. A. Thiele
County Attorney

A17-0199

NOTICE OF SPECIAL MEETING

Notice is hereby given that the Board of County Commissioners of Leon County, Florida, will hold a special meeting on Tuesday, October 29, 2019, beginning at 12:30 p.m., at the County Commission Chambers, 5th Floor, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida, to conduct interviews of prospective candidates for the position of County Attorney for Leon County, Florida.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this special meeting should contact Mathieu Cavell or Facilities Management, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida 32301, by written request at least 48 hours prior to the proceeding. Telephone: 850-606-5300 or 850-606-5000; 1-800-955-8771 (TTY), 1-800-955-8770 (Voice), or 711 via Florida Relay Service.

Advertise: October 25, 2019

A19-0533