

Application

Status: **New**

Country: **United States**

Attachments to be included in all Job Submissions: **0 documents attached**

Attachments Added After Submission: **0 documents attached**

Vacancy Source: **People First**

Relatives: To your knowledge, do you have any relatives working in this agency? **No**

Right To First Interview: **Not Applicable**  
 If you responded yes to the above statement, attach a copy of your official layoff letter when applying for this vacancy.

Veteran Status: **None of the Above**

ARE YOU CURRENTLY EMPLOYED WITH THE AGENCY TO WHICH YOU ARE CURRENTLY APPLYING? **No**

HAVE YOU RECEIVED A PROMOTIONAL APPOINTMENT WITHIN THE CAREER SERVICE, SUBSEQUENT TO ACTIVE MILITARY SERVICE, WITH THE AGENCY TO WHICH YOU ARE APPLYING? **No**

People First Initial VP Review: **No Selection**

People First Eligible VP Category (if different): **No Selection**

Agency Final VP Eligibility Review: **No Selection**

Agency Final VP Category Determination: **No Selection**

**Background Information**

A "yes" answer to these questions will not automatically bar you from employment. The nature, job-relatedness, severity, and date of the offense in relation to the position you are applying are considered. [see 112.011, F.S.].

Have you ever been convicted of a felony or a first degree misdemeanor ? **No**

If yes, what were the charges ?

Where ? (City/State)

Date

Have you ever pled nolo contendere or guilty to a crime which is a felony or a first degree misdemeanor ? **No**

If yes, what were the charges ?

Comments

There are no items in this section.

Correspondence

Sender: People First  
 Thank You for Your Interest in Job DIRECTOR AND CH...

Date: 10/09/2020  
 Type: Email

Offer Letter

There are no items in this section.

Application Status Audit Trail

Date: 10/09/2020  
 User: People First  
 Status: **New**

Tags

There are no items in this section.

More Information

Alternate Phone Number: **(708) 267-2258**

\* Mailing Address : **1123 Unica Ln**

\* City: **Naples**

\* State: **Florida**

\* ZIP Code: **34105**

\* Country: **United States**

\* Exemption from public record: Are you a current or former law enforcement officer, other covered employee\*\* or the spouse or child of one, whose information is exempt from public records disclosure under Section 119.071(4) (d), Florida Statutes (F.S)? **Yes**

\* Citizenship: The State of Florida hires only U.S. citizens and lawfully authorized alien workers. You will be required to provide identification and either proof of citizenship or proof of authorization to work in the U.S. Are you a U.S. citizen or legally authorized to accept employment with the specific hiring authority to which you are applying? **Yes**

\* Selective Service: Section 110.1128, Florida Statutes, prohibits employment by the state (including re-hire after a break in service) of any male born on or after October 1, 1962, who failed to register with the Selective Service System, under the provisions of the U.S. Military Selective Service Act, during the person's period of eligibility (ages 18 through 25). Additionally, if currently employed by the state, this **Yes**

law prohibits the promotion of such person. You may be required to provide documentation. If you are a male born on or after October 1, 1962, have you registered with the Selective Service or do you have proof of an exemption from this requirement?

Where ? (City/State)

Date

Have you ever had the adjudication of guilt withheld for a crime which is a felony or first degree misdemeanor ? **No**

If yes, what were the charges ?

Where ? (City/State)

Date 10/09/2020

### Signature

I am aware that any omissions, falsifications, misstatements, or misrepresentations above may disqualify me for employment and, if I am hired, may be grounds for termination at a later date. I understand that any information I give may be investigated as allowed by law. I consent to the release of information about my ability, employment history, and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, human resources staff, and other authorized employees of Florida state government for employment purposes. The consent shall continue to be effective during my employment if I am hired. I understand that applications submitted for state employment are public records. I certify to the best of my knowledge and belief all of the statements contained herein and on any attachments are true, correct, complete, and made in good faith. **If applicable, Complete Qualifying Questions prior to submitting your application.**

By checking this box, I certify that I have read and agree with these statements **Yes**

Interview Result

overdueInterviews

#### Screening Details

There are no items in this section.

#### Periods of Employment

\* Name of Employer Collier County Clerk of the Circuit Court and Comptroller

\* Your Job Title Sr. Legal Counsel

\* Currently Employed No

\* Start Date 04/28/2014

\* End Date 05/31/2020

\* Hours Per Week 45

Employer's Address Naples, Florida

Supervisor's Name

Supervisor's Phone Number

\* Duties and Responsibilities \* Advise senior leadership team on a wide variety of legal matters including: labor law and employment matters, draft police and procedures for Human Resources, fraud and personnel investigations, contracts and procurement matters, records management, ethics, compliance, risk mitigation and legislation; supervise and oversee guardianship audits in the Probate Division\* Litigate matters by appearing in court on behalf of the Clerk Attorney and Internal Audit Manager: April 2014 - October 2018 \* Managed the Clerk's Internal Audit Department including seven internal auditors \* Conducted workplace investigations and drafted written reports of findings\* Created and implemented a training program for new staff members; trained new auditors\* Developed policies, procedures and Charter document to transition Internal Audit into an Inspector General\* Evaluated the effectiveness of internal controls\* Created and maintained budget reports, audit plans and schedules, audit risk matrixes, and tracked pending audit projects\* Planned, lead, managed, coordinated, and performed

financial and compliance audits for grants, cash handling and revenue, payroll, not-for-profit entities, contracts, permitting requirements, land development code, capital assets, inventory, purchasing cards, computer applications and security, economic development, procurement, fraud investigations of county governmental entities, and guardianship audits\* Conducted confidential investigations regarding fraud, waste and abuse of governmental property and funds\* Presented audit and recommendations to the Clerk of Court, the public, Audit Group, County Departments, and the Board of County Commissioners

\* Reason For Leaving Job Ended

Your name, if different during employment N/A

\* Name of Employer White Molenaar, Attorneys at Law

\* Your Job Title Member

\* Currently Employed No

\* Start Date 10/01/2013

\* End Date 04/30/2014

\* Hours Per Week 50

Employer's Address Naples, Florida

Supervisor's Name John P. White, Esq.

Supervisor's Phone Number 239-649-7777

\* Duties and Responsibilities \* Litigated in court all legal matters with a concentration in civil litigation and white collar crime \* Provided legal representation for clients in the area of real estate law, wills, trusts & estates, asset protection, financial law, and probate law

\* Reason For Leaving Accepted New Position

Your name, if different during employment N/A

\* Name of Employer STATE OF FLORIDA

\* Your Job Title Assistant State Attorney

\* Currently Employed No

\* Start Date 07/01/2006

\* End Date 10/01/2013

\* Hours Per Week 40

Employer's Address Naples, Florida

Supervisor's Name Dave Scuderi

Supervisor's Phone Number 239-682-2483

\* Duties and Responsibilities \* Prosecuted crimes assigned to the office of Economic Crime Unit in Collier County \* Provided legal counsel to investigators throughout their investigations of white-collar crimes \* Litigated economic crime cases, including intake filing decisions, first appearance hearings, probable cause hearings, motion hearings, non-jury and jury trials, primarily major felony cases \* Trained interns and new attorneys on office policies, trial techniques and overall trial practices \* Increased productivity by streamlining the procedures used to prepare a case for trial, thereby reducing the average time to investigate a case by six weeks

\* Reason For Leaving Accepted new employment

Your name, if different during employment N/A

\* Name of Employer STATE OF ILLINOIS

\* Your Job Title Legal Counsel for Inspector General, Dept. of Healthcare & Family Services

\* Currently Employed No

\* Start Date 04/01/2000

\* End Date 07/01/2006

\* Hours Per Week 37.5

Employer's Address Chicago, Illinois

Supervisor's Name Dan Fitzgerald

Supervisor's Phone Number 847-528-9700

\* Duties and Responsibilities \* Interviewed and prepared witnesses for trial; marshaled all necessary evidentiary documentation for introduction at trial; litigated cases and performed legal research \* Planned strategy along with negotiating settlements of cases and prepared settlement agreements \* Advised Departmental officials on HIPAA, Medicare/Medicaid, and healthcare and regulatory law issues \* Improved record keeping processes by developing procedures for digitizing Departmental records during a one year project that reached across all agency levels

\* Reason For Leaving Accepted new employment out of state

Your name, if different during employment N/A

\* Name of Employer MOLENAAR & ASSOCIATES, LTD.

\* Your Job Title Associate Attorney

\* Currently Employed No

\* Start Date 06/01/1995

\* End Date 04/01/2000

\* Hours Per Week 50

Employer's Address Lansing, Illinois

Supervisor's Name James E. Molenaar

Supervisor's Phone Number 708-895-2800

\* Duties and Responsibilities \* Developed a successful law practice in the areas of litigation; contract law; general andmunicipal collections; residential and commercial real estate; and criminal defense\* Prosecuted DUI offenders for the Secretary of State of Illinois as a contractual attorney

\* Reason For Leaving Accepted new employment

Your name, if different during employment N/A

▼ Formal Education

\* Name of School Warrington College of Business Administration of the University of Florida

\* Location Gainesville, Florida

\* Start Date 07/10/2010

End Date 08/10/2010

Course of Study Masters of Business Administration

\* Degree Earned (transcripts may be required) Masters

Credit Hours – Quarter

Credit Hours – Semester 48

\* Name of School University of Illinois John Marshall Law School, Chicago, Illinois

\* Location Chicago, Illinois

\* Start Date 01/10/2000

End Date 01/20/2002

Course of Study LL.M. (Masters of Laws) in Information Technology and Privacy Law

\* Degree Earned (transcripts may be required) Masters

Credit Hours – Quarter

Credit Hours – Semester 22

\* Name of School Michigan State University College of Law, East Lansing, Michigan

\* Location East Lansing, Michigan

\* Start Date 08/20/1992

End Date 06/26/1995

Course of Study Juris Doctorate

\* Degree Earned  
(transcripts may be required) Doctorate

Credit Hours – Quarter

Credit Hours – Semester 85

\* Name of School Purdue University, West Lafayette, Indiana

\* Location W. Lafayette, Indiana

\* Start Date 01/31/1989

End Date 05/04/1991

Course of Study Bachelor of Arts, Major: Political Science

\* Degree Earned  
(transcripts may be required) Bachelors

Credit Hours – Quarter

Credit Hours – Semester 133

▼ Language Skills

\* Language English

Speaking Proficiency Fluent

Reading Proficiency Fluent

Writing Proficiency Fluent

▼ License, Registration or Certification

\* License, Registration or Certification Certified Illinois Law Enforcement Officer

Number UNK

State Licensing Agency State of Illinois

Received 01/14/1992

Expires 12/31/2021

\* License, Registration or Certification Certified Passport Acceptance Agent (CPAA)

Number UNK

State Licensing Agency United States of America | Dept. of State

Received 01/07/2020

Expires 12/31/2020

Certified Florida Public Records Manager (FCRM)

\* License, Registration or Certification

Number 1047

State Licensing Agency University of Central Florida

Received 10/01/2019

Expires 12/31/2022

\* License, Registration or Certification

Certified Fraud Examiner (CFE)

Number 707371

State Licensing Agency Association of Certified Fraud Examiners

Received 08/31/2015

Expires 07/31/2021

\* License, Registration or Certification

Certification Internal Auditor (CIA)

Number 175091

State Licensing Agency Institute of Internal Auditors

Received 10/12/2019

Expires 01/01/2023

\* License, Registration or Certification

Illinois Bar License

Number 6230659

State Licensing Agency Illinois Supreme Court

Received 12/19/1995

Expires 12/31/2020

\* License, Registration or Certification

Florida Bar License

Number 0022785

State Licensing Agency Florida Supreme Court

Received 05/03/2006

Expires 06/30/2021

✓ Job-Related Training or Course Work

There are no items in this section.

✓ Knowledge, Skills and Abilities

Knowledge, Skills and Abilities