



# CITY OF ANGELS APPLICATION FOR APPOINTMENT

*Note: Your application will be copied for the City Council and made available to the press and public.*

Name: Kara Scott

Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Occupation: Medical Billing Specialist

Business Address: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Cell \_\_\_\_\_ Business \_\_\_\_\_

E-mail: \_\_\_\_\_

Please indicate if above addresses, email and telephone number can be made available to the public upon request: Yes  No

Resident of Angels Camp?  Yes  No

If yes, how long have you lived in Angels Camp? 12 years

Occupations (within last 5 years): Medical Billing Specialist and Bookkeeper

**Business interests in last 12 months:** We have owned a local roofing company in Calaveras County for 26 years.

Having a local small business, gives me a perspective of challenges and opportunities in our local economy.

**Previous Committee/Commission/Board Experience:**

Studio4 Dance Board, Mind Matters Board and Calaveras County Graduation Foundation

**Education/Experience:** *A resume may be attached containing this and any other information that would be helpful in evaluating your application.*

**See Attachment**

**Professional and/or Community Service Activities:**

Work for County Behavioral Health- which it gives me a deep understanding of the challenges and strengths within our community.

I have served on Bret Harte High School sober grad night for several years and try to volunteer with different school activities.

**Local Government Related Experience:**

I currently work for Calaveras County, where I've gained direct insight of how local government operates. My role

has given me experience with public service delivery, budgeting, community engagement and

interdepartmental collaboration, as well as a strong understanding of local procedures and ordinances.

**Please explain your reasons for wishing to serve on the City Council and how you feel that you may contribute:**

I am interested in serving on the City Council because I deeply care about the future of our town, for my family, our community members and

I want to be part of the solution of keeping Angels Camp both safe and welcoming. My background with the county helps with knowledge of

how public service operates, how budgets are managed and how policies affect the people we serve. I am a strong listener

and am committed to helping the City Council make decisions that reflect the values and needs of the people of Angels Camp.

**In your opinion, what are the top three (3) issues facing Angels Camp?**

Economic Opportunity

Infrastructure Improvements

Budget Constraints & Revenue Issues

**Names, addresses, and phone numbers of three (3) individuals familiar with your background:**

Karen Whittle

Anthony Eberhardt

Wendy Alt

***Appointment to this position requires you to file a Conflict-of-Interest Disclosure Statement (Form 700), which is of public record.***

7/27/2025

Signature of Applicant

Date

***If you have any questions regarding the appointment procedure, please telephone the City Administrator at (209) 736-2185.***

**Please return the completed application before or by the due date to:**

**City of Angels Camp  
Attn. City Administrator  
584 S. Main Street  
Angels Camp, CA 95222**

# KARA SCOTT

Angels Camp, CA 95222 • [REDACTED]

## PROFESSIONAL SUMMARY

Dependable office management professional with over 20 years of experience in administrative oversight. Self-starter and skilled team leader with history of unifying staff under common goals, modeling organizational efficiency and instilling customer service excellence. Specializes in multiple office environments.

Logical Accounting Assistant with 20 years of experience organizing finances by preparing and managing budgets, forecasting and payroll. Expertise in processing payments and payroll for hourly and piecework employees, annually negotiate workers compensation and general liability contracts, as well as preparing invoices and statements. Detail-oriented with focus on deadlines and skilled in handling medical billing without errors. Confident Medical Biller knowledgeable in data confidentiality and privacy practices when reviewing patient information.

## SKILLS

- Accounting Principles
- Billing & Invoicing
- Auditing Procedures & Expectations
- Ability to Prioritize to Meet Deadlines
- Detail Oriented
- Documentation & Recordkeeping
- Medical Billing Knowledge
- Patient Care
- Adept Electronic Health Record Experience
- Thrive Under Pressure
- Leadership & Team Builder

## WORK HISTORY

### Medical Billing Specialist-

**Calaveras County Mental Health - San Andreas**

07/2022 - Current

- Send out billing error reports to staff and contracted facilities for corrections (assisting with corrections when possible) to make sure they are in compliance with all Medi-Cal regulations
- Run monthly EOM reports and make needed corrections for state compliance
- Prepare EOM billing submission forms for the state
- Verify Treatment Authorization Request notifications
- Review, confirm county Medi-Cal eligibility and process Treatment Authorization Request
- Communicate with placement hospitals and fiscal regarding patient records and payments
- Assist with management project tasks when needed

**Parris Scott Roofing, Inc - Arnold**

- Oversee monthly, quarterly and annual financial reporting.
- Prepare accounts and conduct audits for company attorney, workers comp and liability insurance.
- Manage company budgets, payroll, accounting and other financial operations.
- Manage clerical staff of 2 employees and reorganized training procedures to increase productivity.
- Implement procedures to improve occupational health and safety.
- Assist with employee hiring, raises and disciplining procedures.
- Oversee issuance of compensation, benefits and leave.
- Develop organizational filing systems for correspondence, communications, records and reports.
- Coordinate communications, taking calls, responding to emails and interfacing with clients
- Oversaw production, pricing and distribution activities to generate profit for company
- Prepared accurate financial statements at end of quarter to summarize financial health and performance of business

**Accounts Receivable**

03/2021 - 12/2021

**Gold Country Medical Billing - Angels Camp**

- Assisted with company start up process
- Data entry of client invoices & billing
- Verify patient demographics and insurance information
- Assisted with submitting claims and communication with private insurance
- Set up payment plans for patients
- Maintained account accuracy by reviewing and reconciling checks monthly

**Board Member**

09/2019 - 12/2020

**Mind Matters Board - Murphys**

- As a board we worked on ways to keep the foundation open.
- Collaboratively worked on and received a 35k grant from Dignity Health.
- We brought a renowned child psychiatrist to the company.
- Went over and approved monthly financial budget.
- sent out case management and executive summary in hopes of donations.
- Helped to revise and approve new by-laws.

**Board Member**

05/2015 - 12/2020

**Studio 4 Dance Theater - Angels Camp,**

- Developed tailored business strategies, outlined long term goals and smaller milestones to keep company moving forward.
- Oversaw strategic business decision-making to develop, enhance and enforce business mission.
- Created weekly and main event volunteer spreadsheets.
- Recruited and followed up with parent volunteers for weekly rehearsals.

- Recruited and organized Nutcracker nightly volunteers lists, with leads in each area. Made sure volunteers had and understood area expectations.
- Designed and ordered event tickets; spring show, fundraisers and nutcracker

## **EDUCATION**

General Education & EMT Certification

**Santa Barbara City College** - Santa Barbara, CA

Phlebotomy

**Truckee Meadows Community College** - Reno, NV

General Education/Accounting 1A & 1B

**Columbia College** - Sonoma, CA

**To the Citizens of Angels Camp,**

My name is Kara Scott, and I'm writing to express my heartfelt interest in serving on the Angels Camp City Council.

Angels Camp has been my chosen home for years. I made a conscious decision to raise my children here because of the strong sense of community, shared values, and small-town character that make this place so special. I continue to live and work in the county and care deeply about the future of our community—not just for today's families, but for the generations to come.

While I had originally planned to run in the next election cycle, this opportunity feels like a meaningful first step toward serving in a more direct way. It's a chance to get involved now, to listen, to learn, and to contribute to decisions that truly matter to our town. More importantly, it's an opportunity to earn your trust and show my commitment through action.

I'm grounded in values that reflect the best of small-town life: personal responsibility, mutual respect, and a strong belief in faith, family, and freedom. I believe that when small towns thrive, so does the heart of America.

Like many of you, I've followed the local conversations around challenges such as delays in park improvements, the loss of the redwoods, and questions around how city funds are being managed. I understand the frustration, and I believe city government should operate with transparency, accountability, and care. I support smart, balanced growth that honors our history and protects what makes Angels Camp unique, while also creating opportunities for the future.

My faith and values guide me daily, and I strive to lead with humility, honesty, and compassion. I believe in the principles set forth in our local, state, and federal Constitutions—principles that exist to protect our freedoms and ensure that government remains accountable to the people it serves.

If chosen to serve on the City Council, I will be a voice for families, small businesses, and everyday residents. I'll advocate for practical, common-sense solutions and work hard to ensure that the priorities and values of Angels Camp are reflected in every decision we make.

This town has given so much to me and my family. I'd be honored to give back by serving with a commitment to listening, learning, and leading with a servant's heart.

Thank you for your time and consideration. I'd be proud to represent you.

Warmly,  
**Kara Scott**