

**LEVY COUNTY BOARD OF
COUNTY COMMISSIONERS
EMPLOYMENT APPLICATION**

Human Resource Office
310 School Street Bronson, FL. 32621
Mailing Address: Post Office Box 310
Telephone: 352.486.5219
Fax: 352.486.5167

Instructions: Please print or type. Complete all items. If a question is not applicable, enter "N/A". Do not leave any sections blank. Failure to do so may result in loss of employment opportunities.

Position Applying for: County Attorney Department: County Commission

PERSONAL INFORMATION			
Last Name	First Name	Middle:	
<u>Shalley</u>	<u>Nicolle</u>	<u>nn.</u>	
Address:		Home Phone:	
<u>3121 NW 68th Ave</u>		<u>N/A</u>	
City, State, Zip Code		Cell Phone:	
<u>Gainesville, FL 32653</u>		<u>352-441-0084</u>	
County:	Email Address:	Additional Phone Number:	
<u>Alachua</u>	<u>flawgirl@hotmail.com</u>	<u>N/A</u>	

Relatives Employed By Levy County: Do you have any relatives by blood or marriage including elected officials, working for the Board of County Commissioners or other elected officials in Levy County Government? Yes No If yes, complete the following:

FULL NAME OF RELATIVE(S)	DEPT. OR OFFICE LOCATION	RELATIONSHIP

HAVE YOU EVER BEEN EMPLOYED BY LEVY COUNTY COMMISSIONERS? Yes No If yes, from _____ to _____
Department: _____ Supervisors Name: _____ Reason For Leaving: _____

LAW VIOLATION RECORD: Have you ever been convicted, pled nolo contendere, or had the adjudication of guilt withheld in connection with any criminal offense in any civilian or military court? Yes No If yes, provide details. Note: A "yes" answer to this question will not automatically bar you from employment. The nature, job-relatedness, severity and date of the offense in relation to the position for which you are applying will be considered.

OFFENSE	DATE	PLACE	DISPOSITION

DRIVERS LICENSE INFORMATION

Do you have a Valid Florida Driver's License? Yes No
 Non-Commercial: Class E Commercial: Class A Class B Class C
 CDL Endorsement(s): Tanker Passenger HazMat Permit: Class A Class B
 Are you on the exclusion list for the U.S. Department of Health and Human Services Office of Inspector General? Yes No

EDUCATION - TRAINING - SKILLS

Highest Education Level Attained? Less than HS Tech School 2 Year College Some Grad School MD, DDS, JD Post
 HS Graduate Doctorate Some College Bachelors Master's GED

Type of School	Name of School and State	Credit Hours Completed	Graduated		Type of Diploma or Degree	Major Field or Study
			Yes	No		
H S or Issuing Equivalent	Dunnellon High Dunnellon, FL		✓			
Undergraduate College or Universities	University of FL Gainesville, FL		✓		B.S.	Public Relations
Graduate School	Florida State Tallahassee, FL		✓		J.D.	Law
Technical Vocational or Bus School	N/A					

SPECIAL TRAINING AND SKILLS

Office & Related Equipment	Construction Vehicles & Other Equipment	Crafts, Trades & Technical Professions	
<input type="checkbox"/> 2 Way Radio <input checked="" type="checkbox"/> Calculator <input checked="" type="checkbox"/> Computer <input checked="" type="checkbox"/> Copy Machine <input type="checkbox"/> Dictaphone <input checked="" type="checkbox"/> Facsimile <input type="checkbox"/> Microfilm Equipment <input type="checkbox"/> Software Application <input checked="" type="checkbox"/> Spreadsheets <input checked="" type="checkbox"/> Typewriter <input checked="" type="checkbox"/> Word Processor <input type="checkbox"/> Cash Register	<input type="checkbox"/> Aircraft <input type="checkbox"/> Ambulance <input type="checkbox"/> Asphalt Distributor <input type="checkbox"/> Asphalt Paver <input type="checkbox"/> Bulldozer <input type="checkbox"/> Dragline/Crane <input type="checkbox"/> EMS/ Life Support <input type="checkbox"/> Excavator, Track <input type="checkbox"/> Fire Fighting Equip <input type="checkbox"/> Excavator Rubber Tired <input checked="" type="checkbox"/> Farm Tractor <input type="checkbox"/> Forklift <input type="checkbox"/> Frontend Ldr, Rubber Tired <input type="checkbox"/> Frontend Loader <input type="checkbox"/> Heavy Dump Truck	<input type="checkbox"/> Hydraulic push/pull Mac <input type="checkbox"/> Landfill Compactor <input checked="" type="checkbox"/> Landscape Mower <input checked="" type="checkbox"/> Medium Duty Truck <input type="checkbox"/> Off Road Dump Truck <input type="checkbox"/> Other Equip. List.... <input type="checkbox"/> Passenger Bus <input type="checkbox"/> Road Grader <input type="checkbox"/> Road Stripper <input type="checkbox"/> Roadway Mixer <input type="checkbox"/> Roller <input type="checkbox"/> Rotary Scraper <input type="checkbox"/> Self Loading Pan <input type="checkbox"/> Semi-T/ Trailer <input type="checkbox"/> Utilities Locating Equip	<input type="checkbox"/> A/C & Heating <input type="checkbox"/> Aircraft Repair <input type="checkbox"/> Carpentry <input type="checkbox"/> Concrete Finishing <input type="checkbox"/> Concrete Placement <input type="checkbox"/> Construction Labor <input type="checkbox"/> Construction Trades <input type="checkbox"/> Diesel Eng O/Haul <input type="checkbox"/> Elec. Motor Repair <input type="checkbox"/> Hvy Equip Hydraulic <input type="checkbox"/> Electrical <input type="checkbox"/> Front End Repair <input type="checkbox"/> Gas Engine O/Haul <input type="checkbox"/> Masonry <input type="checkbox"/> Mech. Conveyor <input type="checkbox"/> Paint & Body Repair <input type="checkbox"/> Painting <input type="checkbox"/> Plumbing <input type="checkbox"/> Pump Repair <input type="checkbox"/> Rear End Repair <input type="checkbox"/> Road Sign <input type="checkbox"/> Sewage/Water Oper <input type="checkbox"/> Small Eng Repair <input type="checkbox"/> Traffic Signal <input type="checkbox"/> Transmission Rep. <input type="checkbox"/> Underground Const <input type="checkbox"/> Wastewater Coil Oper <input type="checkbox"/> Water Distrib. Oper <input type="checkbox"/> Welding <input type="checkbox"/> 2 Way Radio Repair

List any past accomplishments, honors, or assignments which may be relevant for the job for which you are applying:
 Board Certification in City, County & Local Government Law
 member of Executive Council - City, County & Local Gov't Law Section.

Special training, knowledge, skills or abilities related to the position in which you are applying:
 16 1/2 years of progressively responsible local government experience, including 8+ years as City Attorney.

LICENSES-CERTIFICATIONS-REGISTRATIONS

Please Indicate any Professional/ Occupational Licenses or Registrations/ Certifications you currently hold:

Name of License/Certification/Registration	Number	Issue Date	Expiration Date	State
Issued By: Florida Bar	506001	Sept. 2001	N/A	FL
Name of License, Certification/Registration City, County, Local Gov't Law	N/A	2012	July 31, 2022	FL
Issued By: Florida Bar				

EMPLOYMENT HISTORY

Experience: Beginning with you most recent job, describe your employment history, including related volunteer or other non-paid experience. This information will be used to evaluate your qualifications for this job opening and will determine your eligibility to go on to the next step of the evaluation process. Describe additional related experience on a "Separate sheet and attach to Application."

Dates Employed				Employer	Address	
From		8/14/2006		City of Gainesville	P.O. Box 490, Station 46	
To		present		City	Gainesville	State
Final Salary		\$200,000		Supervisors Name	City Commission	
Did you Supervise:		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Your Title	City Attorney, Sr. Asst. City Attorney, Assistant City Attorney	
No. Supervised:		13		Duties/Responsibilities	see attached resume for details	
<input type="checkbox"/> Resigned		<input type="checkbox"/> Terminated		Reason For Leaving	N/A	
				If present employer, may we contact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Dates Employed				Employer	Address	
From		5/1/2004		Ferguson, Skipper	1515 Ringling Blvd.	
To		8/1/2006		City	Sarasota	State
Final Salary		do not recall		Supervisors Name	E. Ralph Tirabassi	
Did you Supervise:		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Your Title	Senior Counsel and Partner	
No. Supervised:		1		Duties/Responsibilities	Associate Attorney	
<input checked="" type="checkbox"/> Resigned		<input type="checkbox"/> Terminated		Reason For Leaving	desired to move closer to home, friends and family, accepted job with Gainesville	
Dates Employed				Employer	Address	
From		10/1/2002		DeSoto County	201 E. Oak Street	
To		5/1/2004		City	Arcadia	State
Final Salary		do not recall		Supervisors Name	Jim Chisholm	
Did you Supervise:		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Your Title	County Administrator	
No. Supervised:				Duties/Responsibilities	County Coordinator	
<input checked="" type="checkbox"/> Resigned		<input type="checkbox"/> Terminated		Reason For Leaving	divorced and relocated	
Dates Employed				Employer	Address	
From		5/1/2001		Dorges, Hamlin P.A.	1205 Manatee Ave W.	
To		9/1/2002		City	Bradenton	State
Final Salary		do not recall		Supervisors Name	Curtis Hamlin	
Did you Supervise:		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Your Title	Partners	
No. Supervised:		1		Duties/Responsibilities	Associate Attorney	
<input checked="" type="checkbox"/> Resigned		<input type="checkbox"/> Terminated		Reason For Leaving	relocated to DeSoto County	

Note: see attached resume for additional work experience

VETERANS' PREFERENCE

Do you wish Veterans' Preference? Yes No

If Yes, Branch _____

Entry Date _____

Discharge Date _____

Note: PLEASE SUBMIT YOUR DD-214 AND COMPLETE THE LEVY COUNTY "APPLICATION FOR VETERANS PREFERENCE (0007)" FOR VETERANS' PREFERENCE CONSIDERATION.

REFERENCES: List 3 references who are NOT relatives:

NAME	COMPLETE ADDRESS (include zip code)	PHONE	OCCUPATION	YRS KNOWN
Doug McKoy	302 N. Main St, Trenton, FL	352-490- 3285	Attorney	27 years
Shayla McNeill	P.O. Box 272000, Tampa, FL	813-739- 1290	Attorney	10 years
Todd Chase	6811 NW 39th Terr. Gainesville, FL 32653	352-514- 0108	Real Estate	10 years

DRUG FREE WORKPLACE STATEMENT

Levy County is a drug free workplace, and as such is committed to providing an environment that encourages and supports a healthy, productive workforce and ensures safe working conditions.

Satisfactory completion of a pre-employment drug test is a mandatory condition of employment with the County. A positively confirmed drug test or the refusal to submit to a drug test will result in the conditional offer of employment being withdrawn, and will render the applicant ineligible for County employment for twelve (12) calendar months from the date of the positive drug test.

PRE-EMPLOYMENT BACKGROUND CHECKS

Satisfactory completion of a pre-employment background check is a condition of employment with Levy County. Applicants selected for hire will be asked to provide specific information and documentation, which will be utilized to conduct a thorough background investigation.

I certify that the information contained in this application is correct and complete to the best of my knowledge, and understand that falsification of this application in any detail is grounds for disqualification from further consideration or the dismissal from employment. I hereby authorize investigation of all statements I have made herein. I authorize that the companies or persons named herein to give any information regarding my past employment, together with any information they may have regarding me, whether or not it is on their record. I hereby release said companies or persons, and Levy County Government from all liability for any damages whatsoever for issuing or obtaining this information. I understand that applications submitted for county employment are public records. In the event I am employed by Levy County, I agree to comply with all its policies, rules, and regulations.

Applicant's Signature: Nicole M. Shalley Date: August 16, 2021

All applications are subject to Florida Public Records Law

LEVY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Nicolle M. Shalley
3121 NW 68th Avenue
Gainesville, Florida 32653
(352) 441-0084
Email: flawgirl@hotmail.com

EDUCATION

Florida State University College of Law
Tallahassee, Florida
Juris Doctorate with High Honors, April 2001
Final Class Rank: Top 6% (13th in a class of 226 students)
Final Grade Point Average: 90%

University of Florida College of Journalism
Gainesville, Florida
Bachelor of Science in Public Relations, December 1992
GPA 3.2 (4.0 scale)

PROFESSIONAL LICENSE, CERTIFICATION & ACTIVITIES

Florida Bar Association, License No. 506001, member in good standing since September 2001 and Board certified in the area of City, County and Local Government Law from August 2012 to present

Served as a Member of the Executive Council (the 15 member governing body) of the City, County and Local Government Law Section of the Florida Bar from May 2014 through May 2019; and as a member of the Real Property, Probate and Trust Section of the Florida Bar from September 2001 to present

Florida Municipal Attorneys Association, member in good standing since 2007, and served as a Member of the Executive Board (the 14 member governing body) from May 2014 through May 2020

EXPERIENCE

City of Gainesville, Florida
City Attorney - October 2012 to present
Assistant City Attorney II and Senior Assistant City Attorney - August 2006 to September 2012

As City Attorney, I lead an in-house legal team of 8 attorneys and 5 support staff that meet the corporate/proprietary, litigation and transactional legal needs of a City with a population of approximately 140,000 that is also home to the University of Florida. My practice areas are broad and complex, as City operations include a Community Redevelopment Agency; full service utility that provides water, wastewater, electric and telecommunication services; Police and Fire/Rescue; Public Works; Planning and Development; Equal Opportunity and many other traditional municipal departments. I report directly to and serve as board counsel to the City Commission. I remain actively engaged in the practice of law, including providing daily legal counsel to the City Commission, Charter Officers (the management team of the City) and City staff; advising on the impacts of case law (often throughout the United States) and Federal and State legislation that affects the City; and preparing and/or reviewing all City ordinances, resolutions and many contract documents.

As an Assistant City Attorney, I served as corporate and transactional counsel to the Gainesville Community Redevelopment Agency (CRA) and the City of Gainesville. In both capacities, I provided day-to-day legal advice to staff in multiple City Departments and the CRA regarding public procurement, contracts, business license tax, ethics and government-in-the-sunshine, environmental issues, current and comprehensive planning/development, redevelopment and real estate transactions. I served as Board Counsel to the City Plan Board, City Development Review Board, City Board of Adjustment, Board of the Community Redevelopment Agency and as Acting City Attorney in the absence of the City Attorney.

Associate Attorney - Fergeson, Skipper, Shaw, Keyser, Baron & Tirabassi, P.A., Sarasota, Florida - May 2004 to August 2006

Comprehensive practice in real estate law, ranging from standard residential purchases and refinances to complex commercial transactions and high-end loan documentation. Primary work included drafting and negotiating purchase/sale contracts, commercial leases, utility agreements and construction agreements; coordinating and making due diligence inquiries; handling land use and development matters including rezoning, special exceptions, variances and code enforcement issues with city and county government; drafting subdivision and condominium documentation; representing condominium and homeowners associations; examining title and conducting residential and commercial real estate closings. Authorized agent/signatory for Attorney's Title Insurance Fund and Ticor Title Insurance.

County Coordinator for DeSoto County, Arcadia, Florida - October 2002 to May 2004

General county government practice with focus in the areas of land use, development, utilities, environmental issues and real estate acquisition. Reported to the County Administrator and duties included drafting resolutions and ordinances; reviewing development plans, negotiating and drafting developer agreements, leases, easements, interlocal agreements and voluntary eminent domain settlements in lieu of condemnation. Other significant responsibilities included assisting the county administration team managing design, construction and operation of the County's \$20 million dollar water and wastewater utility project and establishment of the first utility department and serving as the County staff liaison to the Southwest Florida Water Management District, the Peace River/Manasota Regional Water Supply Authority, the Charlotte Harbor National Estuary Program and the Florida Department of Environmental Protection and reporting to the Board on statewide and regional water and natural resource issues.

Associate Attorney - Porges, Hamlin, Knowles & Prouty, P.A., Bradenton, Florida - May 2001 to September 2002

Transactional practice in the areas of real estate, banking and business entities. Primary responsibilities included legal research, document preparation, document review and conducting closings for commercial real estate transactions, reviewing and resolving title issues, conducting real estate closings, title insurance, refinances, U.S. Small Business Administration loans, entity formation and dissolutions, stock and asset purchases.

Executive Editor, Articles and Notes Editor, and staff member - Journal of Land Use and Environmental Law, Tallahassee, Florida - January 1999 to May 2001

Responsible for all facets of manuscript selection, editing, staff supervision and production of semi-annual law journal focused on land use, development and environmental issues.

Legal Intern - Florida House of Representatives, Tallahassee, Florida - August 1999 to May 2000

Assisted the Director and Chairman of the Resource and Land Management Council with all aspects of environmental, lands, and agriculture legislation. Duties included completing a wetlands mitigation background paper and presentation to the Council, preparing talking points for key legislation, reviewing all filed bills, recommending referrals of bills to Council committees, and tracking all referred bills.

Title Research & Closing Specialist - Security Title Services, Inc., Bronson, Florida - July 1994 to July 1998

Responsible for public record land title searches in a five county area, examining title with respect to marketability and insurability, preparing title insurance commitments and policies, preparing closing documents and conducting real estate closings, including more than 200 right-of-way acquisitions as a subcontractor for the Florida Department of Transportation.

REFERENCES

Available upon request

August 16, 2021

Levy County Board of County Commissioners
310 School Street
Bronson, FL 32621

Re: County Attorney position

Hello Chair Meeks and Commissioners Meeks, Rooks and Brooks,

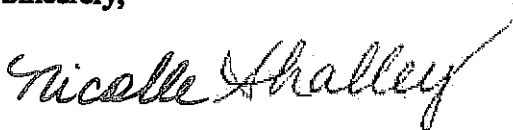
I submit this brief cover letter, along with my attached resume and employment application, in hopes that I might serve as your next Levy County Attorney.

As you will see from my resume, I have been a Florida licensed attorney in good standing for almost 20 years now with the vast majority of my career spent with the City of Gainesville and DeSoto County, Florida. I am Board Certified in City, County and Local Government Law (since 2012) and have served on the Executive Council of the City, County and Local Government Law Section of the Florida Bar. I believe the breadth and depth of my experience, my work ethic and my common sense and pragmatic approach to the practice of law makes me well suited to assist you, the County Coordinator and County staff in moving County business forward, protecting the County's interests and minimizing legal risk for the County.

But why my interest in Levy County? As you will see on page 3 of my resume, I began my professional career working for Security Title Services in Bronson and it was my work and experiences there that led me to law school. I grew up in nearby Romeo, graduated from Dunnellon High School and lived for years in Williston and Gulf Hammock. I have friends, family and roots in Levy County.

I would love to come speak with each of you individually and with County Coordinator Wilbur Dean to learn about the current challenges and opportunities that the County is working on and to share more about my interest in the position and answer any questions you may have about my background. You can reach me at the phone number and/or email address provided below and I look forward to hearing from you.

Sincerely,



Nicolle Shalley

Phone: 352-441-0084

Email: flawgirl@hotmail.com