

Application for Employment

Print

Submitted by:

Submitted On: 2022-07-20 22:29:09

Status: Open

Assigned To: Human Resources

Priority: Normal

Due Date: Open

Attachments

- [J. Jerrels Resume 2022.pdf](#) - 2022-07-20 10:29:10 pm

LEVY COUNTY BOARD OF COUNTY COMMISSIONERS
APPLICATION FOR EMPLOYMENT
P.O. BOX 310
BRONSON, FL 32621
TELEPHONE: (352) 486-5218 EXT. 3
FAX: (352) 486-5167



Instructions: Complete all items. If a question is not applicable, type "N/A". Do not leave any sections blank. Failure to do so may result in a loss of employment opportunities. Resumes may be attached to supplement the information on the application, but are not accepted in lieu of completion of this application. This application will only be used to consider you for the one position for which you are applying. If you wish to be considered for future openings, you will need to submit a new application. *Asterisk items must be completed.

* Position Applying For:

Grants Coordinator/Legislative Liaison

Please type in the position for which you are applying for.

* Department:

County Commissioners Office

Please type in the Department Name.

PERSONAL INFORMATION

* Last Name:

Jerrels

* First Name:

Jaime

* Middle Name:

Leigh

* Street Address:

3670 NE County Road 337

Home Phone:

Ex. (123) 456-7890

Cell Phone:

(352) 672-0872

* City:

Bronson

* State:

FL

* Zip Code:

32621

* County:

Levy

* Email:

jaime.jerrels@gmail.com

Type the County you reside in.

* Are you at least 18 years of age?

Yes

* Do you have a valid Florida Drivers License?

Yes

* Class:

E - Regular License A
 B C

Endorsements:

N/a

* Have you ever worked under a different name?

Yes No

If you selected "Yes" Name:

Jaime L. Spivey

Type Name if you selected "Yes".

* Are you able to perform the essential functions of the position as listed and described on the job description for this position with or without a reasonable accommodation?

Yes No

* Relatives Employed by Levy County: Do you have relatives by blood or marriage including elected officials, working for the Board of County Commissioners or other elected officials in Levy County Government

Yes (If yes, please complete below) No

Full Name of Relative:

Dept. or Office Location:

Relationship:

Jacqueline Martin

Human Resources

2nd cousin

* Have you ever been employed by Levy County Commissioners?

Yes (If yes, please complete below) No

Dates Employed:

Department:

Supervisor Name:

Reason for Leaving:

Please enter to and from dates.

* 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? 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.

Yes (If yes, please complete below) No

Offense:

Date:

Place:

Disposition:

MM/DD/YYYY

Format: MM/DD/YYYY

* 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 High School High School Graduate Tech School 2 Year College Some College Some Grad School
 Doctorate Bachelors Master's MD, DDS, JD Post GED

High School or Issuing Equivalent:

* Graduated:

Bronson Middle/High School; Florida

Yes No

Type the name of School and State.

Undergraduate College or Universities:

Graduated:

Credit Hours Completed:

Type of Diploma or Degree/Major Field or Study:

University of Florida; Florida

Yes No

60

Bachelor's of Science in Agricultural Communication and Leadership Development

Type the name of School and State.

Type the number of Credit Hours Completed.

Graduate School:

Graduated:

Credit Hours Completed:

Type of Diploma or Degree/Major Field of Study:

N/a

Yes No

Type the number of Credit Hours Completed.

Type the name of School and State.

Technical Vocational or Bus. School:

Graduated:

Credit Hours Completed:

Type of Diploma or Degree/Major Field or Study:

N/a

Yes No

Type the number of Credit Hours Completed.

Type the name of School and State.

* List any past accomplishments, honors, or assignments which may be relevant for the job for which you are applying:

-Plan and execute semiannual committee meetings for 16 Advisory Committees -Present departmental updates to State Board of Directors monthly - Oversee the County Action Partnership grant program -Attend commodity association and related meetings to learn and then disseminate industry news to Florida Farm Bureau members -Consistently foster and maintain network of industry personnel to serve as liaison to Florida Farm Bureau -Surface priority issues for state legislative session annually for Florida Farm Bureau -Track state house and senate races, as well as Congress to understand the political climate and priorities of elected officials to predict what priority issues Farm Bureau could be successful in -Assist members with local government regulation discrepancies -Serve as media contact on production agriculture related issues -Schedule farmer expert member meetings with legislators and/or testify before state and federal legislative committees to advocate Florida Farm Bureau's positions -Attend state and federal advocacy events for Florida Farm Bureau in Tallahassee and Washington, DC

If none, please type N/A.

*** Special training, knowledge, skills or abilities related to the position in which you are applying:**

-Verbal and virtual communication skills; ability to present information and respond to questions from a variety of sources -Technical writing; research, compile and present data in a variety of formats -Interpersonal communication; effectively communicate, interact, and work with individuals and groups - Interact with media through interview or written comments -Sound judgement; ability to solve problems and situations where only limited information exists -Analyze and interpret legislation, proposed rules and regulations -Knowledge of legislative process - both state and federal -Supervisor training by Southern Farm Bureau -Budget development and accountability -Proficient in Microsoft suite and Zoom virtual meeting platform

If none, please type N/A.

LICENSES-CERTIFICATIONS-REGISTRATIONS

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

Name of License/Certification/Registration: N/a **Issued By:**

Number: **Issue Date:** **Expiration Date:** **State:**
 Enter the License/Certification/Registration Number. Enter the Date Issued. Enter the Expiration Date (if any). Enter the State Issued.

Name of License/Certification/Registration: N/a **Issued By:**

Number: **Issue Date:** **Expiration Date:** **State:**
 Enter the License/Certification/Registration Number. Enter the Date Issued. Enter the Expiration Date (if any). Enter the State Issued.

EMPLOYMENT HISTORY

Experience: Beginning with your 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."

Company Name: Florida Farm Bureau Federation **Phone:** (352) 384-2654 **From Mo./Yr.:** Feb. 2012 **To Mo./Yr.:** Current

Street Address: 5700 SW 34th Street **City:** Gainesville **State:** FL **Zip:** 32608 **Starting Pay:** \$38,000 **Ending Pay:** \$88,488.75

Job Title: Director of Agricultural Policy **Number of Employees Supervised:** 5 **May we Contact this Employer?** Yes No

Supervisor Name: Staci Sims **Supervisor's Phone Number:** Ex. (123) 456-7890 **Reason for Leaving:** Still employed

Duties and Responsibilities:

As the Director of Agricultural Policy for Florida Farm Bureau Federation I manage the federation's policy development and implementation through regulatory and legislative involvement. To achieve policy initiatives of FFBF I work specifically with commodity and agriculture and natural resource issue Advisory Committees who meet semiannually and culminate at an Annual Meeting of delegates to ratify the organization's policy. Other related duties include coordinating the State Board of Director's County Action Partnership (CAP) Grant program with County Farm Bureaus, writing and submitting timely public comments on regulatory changes and letters of support for commodity or related research. My administrative duties include supervising a team of staffers and an administrative assistant, as well as budget development and accountability for five separate budgets.

Company Name: Campaign Internship w/State Rep. Debbie Boyd **Phone:** (352) 339-6626 **From Mo./Yr.:** August 2010 **To Mo./Yr.:** Nov. 2010

Street Address: **City:** Newberry **State:** FL **Zip:** 32669 **Starting Pay:** Unpaid Internship **Ending Pay:** Unpaid Internship

Job Title: **Number of Employees Supervised:**

Volunteer Coordinator

0

Supervisor Name:

Supervisor's Phone Number:

Reason for Leaving:

Debbie Boyd

(352) 339-6626

Internship concluded at election

Duties and Responsibilities:

As State Representative Debbie Boyd's re-election campaign intern, I served as the volunteer coordinator and Mrs. Boyd's driver/traveling partner. I assisted in editing speeches, radio spots and campaign mailers. I also scheduled appearances and events on the candidate's behalf.

Company Name:

Phone

From Mo./Yr.

To Mo./Yr.

Florida FFA State Officer

(352) 378-0060

June 2006

June 2007

Street Address:

City:

State:

Zip:

Starting Pay:

Ending Pay:

Gainesville

FL

32608

Unpaid Internship

Unpaid Internship

Job Title:

Area II State Vice President

Number of Employees Supervised:

0

Supervisor Name:

Supervisor's Phone Number:

Reason for Leaving:

Ronnie Simmons

(352) 378-0060

Term of office ended

Duties and Responsibilities:

As the Area II State Vice President, I served the Florida FFA Association, agricultural education and production agriculture as an ambassador. I planned and executed the Florida FFA State Convention and chapter programs in my area that included: Levy, Gilchrist, Dixie, Alachua, Columbia, Union, Baker, Lafayette, Suwannee, Hamilton and Madison counties. In addition, I participated in business and industry visits across the state and had a plethora of public speaking opportunities.

Company Name:

Phone

From Mo./Yr.

To Mo./Yr.

Ex. (123) 456-7890

Street Address:

City:

State:

Zip:

Starting Pay:

Ending Pay:

Job Title:

Number of Employees Supervised:

Supervisor Name:

Supervisor's Phone Number:

Reason for Leaving:

Ex. (123) 456-7890

Duties and Responsibilities:

Veterans' Preference

Applicants seeking Veteran's Preference should attach the Veteran's Preference Request Form and a Copy of their DD 214 to this Application

*** Do you wish to Claim Veterans' Preference?**

Yes (If Yes, please complete below)

No

Branch:

Entry Date:

Discharge Date:

REFERENCES

List 3 References who are NOT Relatives.

*** Name:**

*** Complete Address:**

Phone

*** Occupation:**

*** Years Known:**

Kevin Morgan

10

	18755 SE CR 137, White Springs, FL 32096 Include Zip Code.	(352) 317-0903	Former Assistant to the President of Florida Farm Bureau	
* Name:	* Complete Address:	Phone	* Occupation:	* Years Known:
Frankie Hall	5128 NW 76th Lane, Gainesville, FL 32653 Include Zip Code.	(352) 538-0224	Former Director of Ag Policy at Florida Farm Bureau	10
* Name:	* Complete Address:	Phone	* Occupation:	* Years Known:
Brad Etheridge	14431 NE 20th Street, Williston, FL 32696 Include Zip Code.	(352) 529-7696	Owner of Etheridge Cattle Company	20

ACKNOWLEDGEMENT

Please read carefully, check I Acknowledge for each paragraph, and sign below.

* I authorize any person, school, current employer (except as expressly noted), past employer(s), and organizations named in this application form (and accompanying resume or other documentation, if any) to provide Levy County with relevant information and opinion, personal or otherwise, that may be useful in making a hiring decision. I release all parties from all liability for any damage that may result from furnishing information and opinion to you. Additionally, I understand that Levy County may conduct a background check as well as check a check of any social media pages I may have.

I Acknowledge

* Levy County is a Drug-Free Workplace. I understand that as a condition of employment I may be required to take a post-offer/pre-employment alcohol/drug test. I further understand that, if management suspects that I am unable to perform my job without endangering others or myself at any time during my employment, I may be required to take an alcohol/drug test.

I Acknowledge

* I hereby acknowledge that I have read the above statements and understand them. I certify that I, the undersigned applicant, have personally completed this application. I declare that the facts contained in the application (or any resume or other documents submitted) are true and complete to the best of my knowledge. I understand that any misrepresentations or omissions may disqualify me from further consideration for employment, and will result in my dismissal from employment, if discovered at a later date.

I Acknowledge

*** Applicant Signature:**

Jaime L. Jerrels

*** Date:**

07/20/2022

Format: MM/DD/YYYY

All applications are subject to Florida Public Records Law

LEVY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Levy County Government Center
310 School Street, Room 112
Bronson, FL 32621

Upload a File

No file chosen

Resume/Copies of Certifications/Licenses

JAIME L. JERRELS

352-672-0872 • jaime.jerrels@gmail.com • 3670 NE County Road 337 • Bronson, FL 32621

SUMMARY OF QUALIFICATIONS

- Experience in organizational leadership and project management
- Proven aptitude in written and oral interpersonal and mass communication
- Dynamic presentation skills with experience speaking to diverse audiences
- Ability to work both independently and with groups to achieve organizational goals
- Background in rural and agricultural policy and the legislative process

RELEVANT EXPERIENCE

Director of Agricultural Policy, Florida Farm Bureau Federation, Gainesville, Fla., 2017 - Current

- Manage and supervise Ag Policy and National Affairs staff (5), including policy development and implementation efforts and National Legislative initiatives.
- Work closely with state and federal lobbyists to implement policy efforts and provide policy advice to the President and State Board of Directors.
- Serve as contact for State and Federal regulatory agencies and other partners/commodity organizations.
- Provide leadership to staff on policy implementation through legislation or regulatory agencies.
- Develop, manage and execute five departmental budgets with accountability for each.
- Coordinate the County Action Partnership Grant program; staff the Board committee, publish requests for funding proposals, award grant dollars, assist counties with management and submit final reporting requirements to the State Board of Directors.
- Plan, organize and conduct meetings, seminars, conventions and various programs for 16 commodity and issue based Advisory Committees.

Assistant Director of Agricultural Policy, Florida Farm Bureau Federation, Gainesville, Fla., 2012-2017

- Provide support to the Ag Policy Division Director on policy development and implementation efforts through regulatory and legislative involvement.
- Coordinate and staff the Fruit/Vegetable, Environmental Horticulture and Citrus Committees.
- Attend industry events and participate in trade shows to stay up-to-date on issues.
- Responsible for tracking food safety, pesticides and fertilizers and invasive pest and disease issues and provide members with the information and tools they need to stay within regulation and remain profitable.

Legislative Intern, Debbie Boyd re-election campaign for State Representative, Newberry, Fla., 2010 election

- Interned as a second campaign staff person and volunteer coordinator.
- Assisted in editing the candidate's speeches, radio spots and campaign mailers.
- Reconnected with and/or recruited volunteers and assigned them to campaign events.
- Scheduled the candidate's appearances and served as her driver/traveling partner.
- Communicated the campaign message to undecided voters.

Florida FFA State Officer, Florida FFA Association, 2006-2007

- Served the Florida FFA Association, agricultural education, and agriculture as an ambassador.
- Planned, coordinated, and implemented the Florida FFA Convention and chapter programs in my area. - Madison, Suwannee, Hamilton, Columbia, Lafayette, Dixie, Gilchrist, Levy, Alachua, Union and Baker
- Planned, prepared, studied, and practiced in order to continue improving public speaking skills.
- Participated in making business and industry visits and stayed up to date on agriculture issues.

EDUCATION

Bachelor of Science in Agricultural Education and Communication, Magna Cum Laude, May 2011

College of Agricultural and Life Sciences, University of Florida, Gainesville, Fla.

Specialization: Communication and Leadership Development

Minor: Leadership

Coursework: Technical Writing, Public Relations, Presentation Development, Digital Media, Leadership Development, Leadership, Working with Groups, Campaign Strategies, and Interpersonal Leadership

LEADERSHIP/AWARDS

- Board Member, Florida Foundation Seed Producers of Florida
- Board Member, Certified Crop Advisors Board
- Past Chair, UF/IFAS Agricultural Education and Communication Advisory Council
- Past Chair, UF/IFAS Center for Public Issues Education Advisory Council
- USDA Specialty Crop Research Initiative Grants Industry Relevancy Reviewer
- Graduate of the Florida Natural Resources Leadership Institute at the University of Florida
- American FFA Degree
- Alpha Zeta Honors Fraternity Outstanding Character Award
- Golden Key International Honors Society
- Salutatorian, Bronson High School

REFERENCES

Kevin Morgan, Former Assistant to the President of Florida Farm Bureau Federation
352-317-0903
swiftcreekfarm1@gmail.com

Frankie Hall, Former Director of Agricultural Policy of Florida Farm Bureau Federation
352-538-0224
frankie.hall52@gmail.com

Brad Etheridge, Owner of Etheridge Cattle Company
352-529-7696
etheridgecattle@gmail.com

Karen Blackburn

From: noreply=revize.com@turbo-smtp.info on behalf of noreply@revize.com
Sent: Wednesday, July 20, 2022 10:29 PM
To: Human Resources
Subject: (NEW) [Levy County, FL - #242140] Application for Employment

[Levy County, FL - #242140] Application for Employment

A new submission has been received. Please log in to see the full detail of your submission.

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