

BERNADETTE D. SMITH

Jacksonville, FL 32208

(904) 838-6406 – [twouuni@yahoo.com](mailto:twouuni@yahoo.com)

## PROFESSIONAL SUMMARY

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Resourceful manager offering a history of successful coordinating and monitoring operation across various departments. Effective leader and problem-solver dedicated to streamlining operations to decrease cost and promote organizational efficiency.

## SKILLS

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|-------------------------------|------------------------|
| • Flexible and adaptable      | • Excellent work ethic |
| • Collaboration               | • Decision making      |
| • Conflict resolution         | • Granicus Software    |
| • Customer service            | • TABS Software        |
| • Self-motivated professional | • Edocs Software       |
| • Microsoft Office            | • Kentico - Webpage    |

## WORK HISTORY

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06/2022 to Present

### Office Administrator

#### City of Jacksonville, Office of General Counsel – Jacksonville, FL

- Manages the TABS billing system including but not limited to running reports, opening/closing matters, processing billing inquiries from departments and independent agencies and year-end close out.
- Process settlement checks, travel requests and invoices
- Deposits payments of General Counsel invoices
- Encumbers funds as needed
- Collects outstanding payments from independent agencies
- Prepares annual property report
- Tracks vacancies on position control
- Meets with Deputies and Chiefs regarding vacancies
- Purchases office supplies, creates blanket or purchase orders and obtain quotes
- Oversees the Office of General Counsel website and updates as needed
- Monitor and approve timesheets, personal leave and overtime for employees
- Updates Office of General Counsel webpage, using Kentico
- Provides assistance to the Duval Delegation as needed
- Maintains inventories of office items such as computers, printers, cell phones, etc.
- Assist with public records requests
- Performs related work as required

08/2021 to 05/2022

### Legislative Services Manager

#### City of Jacksonville, Legislative Services – Jacksonville City Council – Jacksonville, FL

- Research and respond to public inquiries
- Draft letters, memorandums, meeting minutes and various correspondence
- Receive and process legislative bills and amendments for official action
- Receive and process public service requests
- Developed and prepared reports, charts, etc. to track and organize information
- Provide customer service to Council Members and the public
- Monitor and approve timesheets, personal leave and overtime for employees
- Ensure adequate office coverage during normal operations and during critical or high-profile Council events
- Provide training, assign, supervise and evaluate work performed by Legislative staff

05/2021 to 08/2021 **Legislative Assistant II**

**City of Jacksonville, Legislative Services – Jacksonville City Council – Jacksonville, FL**

- Supervised daily operations of Legislative Assistant I
- Provide direct support to City Council Members and other City Council departments
- Assigned staff to Standing Committees and Board meetings according to meeting schedules, ensuring meetings can run smoothly
- Published notices of pending Council action as required by law
- Prepared and posted official minutes of Council meetings, official records and business correspondence
- Researched, prepared and typed Council and Committee agenda items for accuracy and accessibility through City website

03/2014 to 05/2021 **Legal Assistant**

**City of Jacksonville, Office of General Counsel – Jacksonville, FL**

- Drafted correspondence for signature
- Drafted 20-30 pieces of legislation per cycle for attorney review for submittal to City Council
- Drafted 15-20 orders per cycle for attorney review for submittal to various boards and commissions
- Input attorney's time and attendance to TABS
- Schedule and coordinate meetings and court hearings for attorneys
- Prepare motions and judgments for review and submittal to Court by attorneys

01/2013 to 02/2014 **Office Manager/Legal Assistant**

**Ezell Law Firm, PA – Jacksonville, FL**

- Managed office of sole practitioner ensuring smooth operations
- Drafted legal documents to be filed online
- Managed and reconciled general and trust accounts monthly
- Communicated with clients and Clerks Offices (multiple jurisdictions)
- Administrative duties included: payroll, monthly billing and accounts payable/receivable
- Answered and transferred calls from multi-meridian telephone

**EDUCATION**

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06/1984

**No degree: Business Clerical/Computer Operations Certificate  
Jacksonville Job Corps – Jacksonville, FL**

- Professional development completed in Business Clerical

06/1984

**High School Diploma  
Florida Community College – Jacksonville, FL**

- Completed while attending Jacksonville Job Corps
- Some college credits in Accounting

References available upon request

## 2025-06497 - Chief of Legislative Services for City Council

**Contact Information -- Person ID: 62005991**

Name:	Bernadette D. Smith	Address:	6956 Oakwood Street Jacksonville, Florida 32208 US
Home Phone:	(904) 838-6406	Alternate Phone:	
Text Messaging Mobile No:		Email:	bsmith@coj.net
Former Last Name:		Month and Day of Birth:	11/

**Personal Information**

Driver's License:	Yes
Can you, after employment, submit proof of your legal right to work in the United States?	Yes
What is your highest level of education?	Some College

**Preferences**

Minimum Compensation:	\$108,500.00 per year
Types of positions you will accept:	Regular
Types of work you will accept:	Full Time
Types of shifts you will accept:	Day , Evening

**Objective**

My objective is to bring continuity and a well-balanced work environment.

**Education****Professional**

Florida Community College  
<https://www.fscj.edu/>  
6/1983 - 6/1984  
Jacksonville, Florida

Did you graduate: No  
Major/Minor: Accounting  
Degree Received: Professional

**High School**

Florida Community College  
<https://www.fscj.edu/>  
[Unspecified Start] - [Unspecified End]  
Jacksonville, Florida

Did you graduate: Yes  
Highest Level Completed: Other  
Did you receive a GED? Yes  
Degree Received: High School Diploma

**Work Experience****Office Administrator**

6/2022 - Present

City of Jacksonville  
117 W. Duval Street, Suite 480  
Jacksonville, Florida 32202  
9042555155

Hours worked per week: 40  
Monthly Salary: \$3,298.00  
# of Employees Supervised: 4  
Name of Supervisor: Michael Fackler - General Counsel  
May we contact this employer? Yes

**Duties**

Office of General Counsel - -----

- \* Manages the TABS billing system including but not limited to running reports, opening/closing matters, processing billing inquiries from departments and independent agencies and year-end close out.
- \* Process settlement checks, travel requests and invoices
- \* Deposits payments of General Counsel invoices
- \* Encumbers funds as needed
- \* Collects outstanding payments from independent agencies

- \* Prepares annual property report
- \* Tracks vacancies on position control
- \* Meets with Deputies and Chiefs regarding vacancies
- \* Purchases office supplies, creates blanket or purchase orders and obtain quotes
- \* Oversees the Office of General Counsel website and updates as needed
- \* Monitor and approve timesheets, personal leave and overtime for employees
- \* Updates Office of General Counsel webpage, using Kentico
- \* Provides assistance to the Duval Delegation as needed
- \* Maintains inventories of office items such as computers, printers, cell phones, etc.
- \* Assist with public records requests
- \* Performs related work as required

**Reason for Leaving**

Opportunity to return to City Council

**Legislative Services Manager**

8/2021 - 5/2022

City of Jacksonville  
117 W. Duval Street, Suite 430  
Jacksonville, Florida 32202  
904255200

Hours worked per week: 40  
Monthly Salary: \$0.00  
# of Employees Supervised: 5  
Name of Supervisor: Margaret Sidman -  
Director/Secretary City Council  
May we contact this employer? Yes

**Duties**

Jacksonville City Council - -----

- \* Research and respond to public inquiries
- \* Draft letters, memorandums, meeting minutes and various correspondence
- \* Receive and process legislative bills and amendments for official action
- \* Receive and process public service requests
- \* Developed and prepared reports, charts, etc. to track and organize information
- \* Provide customer service to Council Members and the public
- \* Monitor and approve timesheets, personal leave and overtime for employees
- \* Ensure adequate office coverage during normal operations and during critical or high-profile Council events
- \* Provide training, assign, supervise and evaluate work performed by Legislative staff

**Reason for Leaving**

Promotional opportunities

**Legislative Assistant II**

5/2021 - 8/2021

City of Jacksonville  
117 W. Duval Street, Suite 430  
Jacksonville, Florida 32202  
904255200

Hours worked per week: 40  
Monthly Salary: \$0.00  
Name of Supervisor: Jessica Matthews - Chief  
of Legislative Services  
May we contact this employer? Yes

**Duties**

Jacksonville City Council - -----

- \* Supervised daily operations of Legislative Assistant I
- \* Provide direct support to City Council Members and other City Council departments
- \* Assigned staff to Standing Committees and Board meetings according to meeting schedules, ensuring meetings can run smoothly
- \* Published notices of pending Council action as required by law
- \* Prepared and posted official minutes of Council meetings, official records and business correspondence
- \* Researched, prepared and typed Council and Committee agenda items for accuracy and accessibility through City website

**Reason for Leaving**

Promoted to Manager

**Legal Assistant**

3/2014 - 5/2021

City of Jacksonville  
117 W. Duval Street, Suite 480  
Jacksonville, Florida 32202  
9042555100

Hours worked per week: 40

Monthly Salary: \$0.00

Name of Supervisor: Susan Grandin - Assistant  
General Counsel

May we contact this employer? Yes

**Duties**

Office of General Counsel - -----

- \* Drafted correspondence for signature
- \* Drafted 20-30 pieces of legislation per cycle for attorney review for submittal to City Council
- \* Drafted 15-20 orders per cycle for attorney review for submittal to various boards and commissions
- \* Input attorney's time and attendance to TABS
- \* Schedule and coordinate meetings and court hearings for attorneys
- \* Prepare motions and judgments for review and submittal to Court by attorneys

**Reason for Leaving**

Promotional opportunities

**Office Manager**

1/2013 - 2/2014

Ezell Law Firm  
<https://ezellfirm.com/>  
3560 Cardinal Point Dr Ste 202  
Jacksonville, Florida 32257  
9044323200

Hours worked per week: 40

Monthly Salary: \$0.00

Name of Supervisor: Brenda Ezell - Owner

May we contact this employer?

**Duties**

PA - Jacksonville, FL

- \* Managed office of sole practitioner ensuring smooth operations

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- \* Drafted legal documents to be filed online
  - \* Managed and reconciled general and trust accounts monthly
  - \* Communicated with clients and Clerks Offices (multiple jurisdictions)
  - \* Administrative duties included: payroll, monthly billing and accounts payable/receivable
  - \* Answered and transferred calls from multi-meridian telephone

**Reason for Leaving**

Closed firm to join larger practice

**Certificates and Licenses****Skills**

Office Skills

Typing:

Data Entry:

**Other Skills**

Windows Office Suites Intermediate - 30 years  
and 6 months

1Cloud Beginner - 0 years and 7 months

**Additional Information****References**

Professional  
**Ezell, Brenda**  
Owner  
3560 Cardinal Point Dr Ste 202  
Jacksonville, Florida 32257  
9045354346  
[brenda@ezellfirmmpa.com](mailto:brenda@ezellfirmmpa.com)

Professional  
**Reingold, Dylan**  
Chief Deputy General Counsel  
117 W. Duval Street, Suite 480  
Jacksonville, Florida 32202  
7725844841  
[DReingold@coj.net](mailto:DReingold@coj.net)

Professional  
**Young, Gaby**  
501 E. Bay Street  
Jacksonville, Florida 32202  
9045357872  
[Gaby.Young@jaxsheriff.org](mailto:Gaby.Young@jaxsheriff.org)

Personal  
**Scott, Garland**  
Pastor  
221 E. 8th Street  
Jacksonville, Florida 32206  
9044868614  
[embassy888@gmail.com](mailto:embassy888@gmail.com)

#### Resume

#### Text Resume

#### Attachments

Attachment	File Name	File Type	Created By
BERNADETTE D SMITH 2024 Resume.pdf	BERNADETTE D SMITH 2024 Resume.pdf	Resume	Job Seeker

#### Agency-Wide Questions

1. Q: Where did you first hear about this opportunity?  
A: Other

2. Q: If you selected job fair in the above question, indicate which job fair you attended.  
A: None

3. Q: If you selected Employee Referral or Other, please use the space provided here to explain. Otherwise, state N/A.  
A: Internal Posting

4. Q: Are you currently a City of Jacksonville employee?  
A: Yes

5. Q: If you are a current employee, select your department from the list below. (A selection is required.)

A: GENERAL COUNSEL

**6. Q:** Are you a former City of Jacksonville employee?

A: Yes

**7. Q:** If you are a former employee, select your department from the list below. Please select all that apply. (A selection is required.)

A: CITY COUNCIL  
GENERAL COUNSEL

**8. Q:** Do you reside in Duval County? Please note: residence is no longer required, but it is preferred. Proof of residency is required in order to receive preference. Please ensure your address is up to date on the application.

A: Yes

**9. Q:** Did you list on your application ALL employers within the last 10 years.

A: Yes

**10. Q:** Note as part of the background screening process the City of Jacksonville may verify current and previous employment for all candidates.

A: I have read and understand the above statement.

**11. Q:** Do you consent to the City of Jacksonville conducting personal reference checks, social media checks, employment verification, a criminal background check, and educational verification?

A: Yes

**12. Q:** Do you require an accommodation to complete the application or exam process under the federal guidelines provided by the American Disability Act (ADA)? If yes, send an email to ADAaccommodationReqs@coj.net letting us know you have a request. Select all that apply.

A: I do not need an ADA accommodation.

**13. Q:** Are you a military veteran, disabled veteran or spouse of a disabled veteran of the United States Armed Forces and claiming veterans' preference? Applicants who claim veterans' preference in hiring are required to submit a DD-214 (Form 4) and a VA disability certification (if applicable) along with their application prior to the closing date. See the attachments section of your application. (Note that Veterans' Preference does not apply to positions that require the employee to be a member of The Florida Bar.)

A: No, I am not a veteran.

**14. Q:** Spouses of disabled veterans shall also furnish either a certification from the Department of Defense or the DVA that the veteran is totally and permanently disabled or an identification card issued by the Department; spouses shall also furnish evidence of marriage to the veteran and a statement that the spouse is still married to the veteran at the time of the application for employment; the spouse shall also submit proof that the disabled veteran cannot qualify for employment because of the service-connected disability.

A: I am not claiming veterans preference.

**15. Q:** If you are requesting preference as an unremarried widow or widower, you must provide a document from the Department of Defense or the DVA certifying the service-connected death of the Veteran and provide evidence of marriage, such as a marriage

certificate. This evidence may be provided by completing the Certification of Unremarried Widow or Widower form, or a document or form that similarly provides evidence regarding such status. The form can be printed, completed, and attached along with the document certifying the service-connected death of the veteran. The DVA Certification of Unremarried Widow or Widower Form VP-3 can be found at [www.coj.net/jobs](http://www.coj.net/jobs), Veteran's Preference in the slide out menu on the left. (Note: the VP-3 form requires completion of the VP-1 form as well.)

A: I am not claiming veterans preference.

- 16. Q:** If you are requesting preference as a current member of a reserve component of the United States Armed Forces or the Florida National Guard, you may provide a signed memorandum stating you are serving honorably from your Commander or military human resource personnel, or a completed Certification of Current Member of Reserve Component of the United States Armed Forces or the Florida National Guard form. These should be attached. The FDVA Certification of Current Member of Reserve Form VP-2 can be found at [www.coj.net/jobs](http://www.coj.net/jobs), Veteran's Preference in the slide out menu on the left.

A: I am not claiming veterans preference.

- 17. Q: THIS IS A STATEMENT.** The City of Jacksonville is an Equal Opportunity/Equal Access Employer The City of Jacksonville does not discriminate on the basis of race, color, national origin, marital status, sex, religion, age or disability in employment or the provision of services.

A: I have read and understand the above statement.

- 18. Q:** If selected for a position with the City of Jacksonville, I understand that I may be considered an "essential" employee during and/or after an emergency and must report to work.

A: Yes, I have read and understand the question above

- 19. Q:** Within the past two years, have you had a professional relationship, which may include financial relationship, with any employees in the department where the position for which you are applying resides?

A: No

- 20. Q:** If you selected "Yes" or "I do not know", explain here in detail. If you selected "No", state N/A.

A: N/A

- 21. Q:** Within the past two years, have you had a personal relationship with any employees in the department where the position for which you are applying resides?

A: No

- 22. Q:** If you selected "Yes" or "I do not know" explain here in detail. If you selected "No", state N/A.

A: N/A

### Supplemental Questions

- 1. Q:** Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Copying and pasting your resume or stating "see resume" does NOT fulfill the requirements of the question. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and certify that your responses can be verified from information included within the application?



A: Yes

- 2. Q:** Are you authorized to work in the United States without sponsorship from the City of Jacksonville either now or in the future?

A: Yes

- 3. Q:** Do you have a bachelors' degree or higher from an accredited college or university? If yes, you MUST attach your college transcript to your application.

A: No

- 4. Q:** If you have a degree, indicate which degree you have and include any major/minor. If basing qualifications on education, a copy of your college transcript is required with your application. If no degree; state N/A.

A: N/A

- 5. Q:** Do you have a seven (7) year combination of education and professional experience in business management, public administration or a related field.

A: Yes

- 6. Q:** Provide a detailed description (at least 3-4 complete sentences) of your experience.

A: In my current role as Office Manager, I directly supervise 4 employees. I also unofficially supervise all office staff (24 in total). I also manage the daily needs of the office be it supplies and/or administrative needs. I work closely with the General Counsel regarding hiring and budgetary needs.

- 7. Q:** Indicate the organization(s) you worked for where you gained this experience.

A: Office of General Counsel; City Counsel and Ezell Law Firm.

- 8. Q:** If you answered "yes" to question #5, do you possess at least (2) years of experience at a supervisory/managerial capacity.

A: Yes

- 9. Q:** Provide a detailed description (at least 3-4 complete sentences) of your experience.

A: My supervisory experience started in 2001 when I entered into the family business. We had a total of 4 employees under my direct supervision. When the business closed my next supervisory role was as a Legislative Assistant II, then Legislative Manager where I supervised 4 employees. Both roles involved maintaining appropriate staffing at all times. Evaluating the staff to verify duties are being completed and some training. The Office of General Counsel involves supervising staff in their daily duties and attendance. It also involves problem solving.

- 10. Q:** Indicate the organization(s) you worked for where you gained this experience.

A: Big Foot Hauling, City Council and Office of General Counsel.

- 11. Q:** A resume and college transcripts are required with your application. If required documents are not provided your application will be considered incomplete and may result in disqualification from the selection process.

A: I have read the above statement and understand what is required.