

Keri O'Brien
1708 United Street
Key West, Florida 33040
kobrien@cityofkeywest-fl.gov

April 12, 2023

The Honorable Teri Johnston and Key West City Commission
1300 White Street
Key West, FL 33040

Dear Mayor Johnston and Commissioners:

I would like to respectfully submit my application for the position of city clerk. Since 2019, I have worked in the City of Key West's Clerk's Office and was promoted to senior deputy city clerk in December 2020. I thoroughly enjoy and respect the role of city clerk and would be honored to be considered for the position. I have developed a strong working relationship with all other city departments, and I appreciate the collegial relationships I have formed.

As you know, I have attained my Certified Municipal Clerk certification, and I am actively working on my certification for Master Municipal Clerk. Through that certification process, I have made many connections with other clerks in Florida and beyond. These professional relationships provide invaluable networking opportunities that help keep the clerk's office abreast of industry standards and best practices.

My entire professional background, including formal professional development training, has prepared me to step into the role of city clerk for Key West. All of my former experience required a mastery of relevant skills including:

- compliance adherence
- exceptional written and verbal communication
- strong ability to decipher and analyze complex information
- attention to detail
- team-building and attentive customer service

Thank you for your time and consideration. I welcome the opportunity to meet and discuss my application at your convenience.

Most Sincerely,



Keri O'Brien

IN HOUSE APPLICANT

CITY OF KEY WEST JOB POSTING APPLICATION

I, Keri O'Brien, have met all eligibility requirements and wish to be considered for the following posted job:

Posted Job Title: City Clerk

Posted Job Department: City Clerk's Office

I have the following skills and accomplishments that are related to the posted job:

I have consistently demonstrated my thorough understanding of the city clerk role and have effectively and professionally performed all functions of the position. I have developed strong working relationships with all departments across the city and understand that such teamwork is invaluable to a well functioning clerk's office. Additionally, I have attained my CMC designation and continue to work towards my MMC

Current and prior work experience and/or education that qualifies me for the posted job:

PDF fillable function not working in this section. Please see attached.

Current Position: Senior Deputy City Clerk

Current Department: City Clerk's Office

Length of Time in current position: Since 12/2020 - with Dept since 8/2019

Employee Contact Number: 215-840-4105

Employee Signature:  Date: April 11, 2023

I graduated from Rutgers University with a B.A. in Psychology. Some highlights from past employment include:

- Jones Lang Lasalle – Assistant General Manager for global commercial real estate company where we managed the physical property and multi-million dollar budget of a 650,000 SF office complex with multiple commercial tenants
- GE Capital Mortgage – Mortgage Processor/Underwriter – selected from among peers to work exclusively on loan products for employees of General Electric
- Chicago Title Insurance Company (National Accounts Unit) – Title Processor and Settlement Clerk
- Begley and Associates Law Firm – Case Manager for estate administration then promoted to Medicaid applications



City of Key West

Office of Human Resources
1300 White Street -P.O. Box 1409
Key West, FL 33041

Telephone (305) 809-3714 / Fax (305) 809-3719

Website: Cityofkeywest-fl.gov



Application for Employment

PLEASE PRINT

Date: 7/22/19

Name Keri O'Brien

Street 1708 United St.

City Key West

State: FL

Zip Code: 33040

CELL PHONE: (215) 840-4105

EMAIL: Keri.obrien@outlook.com

How were you referred to us? Newspaper ad School On my own
 Current Employee Agency Other

Name of referral source:

Please note: This application form was designed for use by persons applying for various types of positions clerical, professional, technical, and administrative. Please answer the questions to the best of your ability.

Specific position for which you are applying: Deputy City Clerk code 43025

Do you wish to work: Full time: Part time: Temporary? If part time, specify hours or days:

What is your minimum weekly salary requirement: \$700

Date available for work: ASAP

Do you have any commitments to another employer that might affect your employment with us? No

If applicable, do you have a driver's license: _____
Type State Expires

SKILLS

Typing speed _____ words per min, Typing test attached Yes No (Must be attached if required)

Years of Computer experience: 20 yrs Type: wide variety: office including Excel, various acctg.

Software: FULL OFFICE SUITE; Quickbooks - other web based acctg/database software

Business machines you can operate: Computer, copier/scanner, mail machine, adding machine

Other Equipment: _____

**THE CITY OF KEY WEST IS A DRUG FREE WORKPLACE,
EQUAL OPPORTUNITY, AFFIRMATIVE ACTION,
VETERANS PREFERENCE EMPLOYER**

E-Verify Identification # 1007014

To be considered, a signed completed application AND a signed job description
MUST be submitted to the Office of Human Resources

EDUCATIONAL DATA:

SCHOOL	Print Name, Address, City, State & Zip	Year Graduated/ Completed	Course Type/ Major Degree/Certificate
High School	Shawnee High School Medford, NJ	1986	College Prep
	Rutgers University Camden, NJ	1991	BA - Psych
Trade, Business, or Correspondence			
Other			

GENERAL INFORMATION

If hired, are you able to provide us with proof of identification and employment eligibility? Yes No

Have you ever been CONVICTED of a criminal offense? Yes No Date: _____
Place: _____ Nature: _____

(NOTE: A yes answer will not automatically disqualify you from being considered as a candidate for employment.)

Have you previously applied for employment with the City? Yes No If yes, when? _____

Have you previously been employed by the City? Yes No If yes, when? _____
In what position(s)? _____

Do you have relatives employed here? Yes No If yes, please list name(s) department(s) and relationship(s): _____

Person to be notified in case of emergency:

Name: Rendall Cameron Telephone: 310-540-0154

Address: Same as mine Relationship: Spouse

REFERENCES

Please list at least (3) three personal references, omitting former employers and relatives.

Name	Address	Occupation	Telephone
Lara Carpenter	41 Walnut Ave. Haddonfield NJ	Early Ed. Intervutor	609-413-6460
Jackie Manzoni	Desora NJ	N/A	973-902-3902
Susan Green	Ph. Philadelphia, PA	Sr. Financial Advisor	856-296-1721

EMPLOYMENT HISTORY - List all employers

Please list all previous employers beginning with the present or most recent employer first (use additional sheet of paper if necessary). **(PLEASE EXPLAIN ANY GAPS IN EMPLOYMENT RECORD.)**

EMPLOYED FROM: <u>2018</u> TO: <u>Present</u>	Job Title <u>Butterfly Assistant</u>	Employer Name, Address, Telephone: <u>KW Butterfly Conservatory</u>
	Supervisors Name/Title: <u>Clarisa Fucker - Operations Mgr.</u>	<u>805-896-2988</u>

YOUR SALARY		Duties: <u>Prepare garden; animals for daily visitors.</u>
START	END	<u>Welcome guests & engage them as needed</u>
<u>\$13/hr</u>	<u>\$14/hr</u>	<u>Monitor shade / ac systems.</u>

Reason for Leaving: Would like to get back to 9-5 May we contact? Yes No

EMPLOYED FROM: <u>2015</u> TO: <u>2017</u>	Job Title <u>Asst. GM</u>	Employer Name, Address, Telephone: <u>Jones, Lang, Lasalle - (JLL)</u>
	Supervisors Name/Title: <u>Monica White - GM</u> <u>monica.white@am.jll.com</u>	<u>Philadelphia, PA</u> <u>215-628-2438</u>

YOUR SALARY		Duties: <u>Monthly financial reporting for office complex</u>
START	END	<u>Monitor day-to-day operations for commercial</u>
<u>\$57,000</u>	<u>\$61,000</u>	<u>Worked closely w/ vendors re: bids / invoices</u>

Reason for Leaving: Relocated to Key West May we contact? Yes No

EMPLOYED FROM: <u>2009</u> TO: <u>2015</u>	Job Title <u>Lead Prop. Mgr</u>	Employer Name, Address, Telephone: <u>Realty Solutions</u>
	Supervisors Name/Title: <u>Dave Corham</u>	<u>Haddon Heights, NJ</u> <u>856-547-4700</u>

YOUR SALARY		Duties: <u>Manage residential properties in South Jersey</u>
START	END	<u>Monitor AR/AP & troubleshoot maintenance</u>
<u>\$45,000</u>	<u>\$55,000</u>	<u>Worked with local municipalities re: compliance</u>

Reason for Leaving: Moved into commercial prop. mgmt. May we contact? Yes No

EMPLOYED FROM: <u>2004</u> TO: <u>2009</u>	Job Title <u>Case Mgr.</u>	Employer Name, Address, Telephone: <u>Exley Law Group</u>
	Supervisors Name/Title: <u>Colleen Cavuso</u>	<u>Moorestown, NJ</u> <u>856-235-8501</u>

YOUR SALARY		Duties: <u>Completed Medicaid application for clients</u>
START	END	<u>Managed process for other benefits as needed</u>
<u>Started P/T</u>	<u>\$40,000</u>	

Reason for Leaving: - May we contact? Yes No

MILITARY EXPERIENCE:

Were you in U.S. Armed Forces? Yes No Branch: _____
Dates of duty: From : _____ To: _____ Rank at Separation _____ Briefly describe your duties: _____

Are you a member of the National Guard or a Reserve Unit? Yes No Status: _____

Are you claiming Veterans Preference ? Yes No Are you a resident of the State of Florida? Yes No
If you are claiming Veteran's Preference you must provided the following with your application:

1. Veterans, disabled veterans, and spouses of disabled veterans shall furnish a DD-214, or military discharge papers or equivalent certificate from the Veterans Administration, listing military status, dates of service and discharge type.
2. Disabled veterans shall also furnish a document from the Department of Defense, Veterans Administration of the Division, certifying that the veteran has a service connected disability.

NOTE: The fact that you have served in the military does not automatically entitle you to Veteran's Preference. Florida Department of Veterans Affairs, Division of Veterans Benefits and Assistance, Chapter 55A-7, reads as follows: "Veteran' or 'wartime veteran' is as defined in Section 1.01 (14), F.S. [Florida Statutes (2013)]. (a) The veteran must have served at least 1 day during a wartime period to be eligible for veterans' preference. Active duty for training shall not be allowed for eligibility. (b) A veteran who has served in a campaign or expedition for which a qualifying campaign badge or expeditionary medal has been authorized (including any armed forces expeditionary medal or global war on terrorism medal) is eligible for preference pursuant to Section 295.07, F.S." If an applicant claiming veteran's preference for a vacant position believes he or she was not afforded employment preference in accordance with the law/rules, the applicant may file a complaint with the Department of Veterans' Affairs at 9600 Bay Pines Blvd, Room 214, St. Petersburg, Florida 33708. A complaint must be filed within twenty-one (21) days after the notice of hiring decision, or within three (3) months of the date the application was filed with the employer if no notice of selection was given.

Please include any other information you think would be helpful to us in considering you for employment, such as additional work experience, articles/books published, activities, accomplishments, etc. (You may exclude all information indicative of age, sex, race, religion, color, national origin or handicap.)

AGREEMENT

I CERTIFY THAT ANSWERS GIVEN HEREIN ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION FOR EMPLOYMENT AS MAY BE NECESSARY IN ARRIVING AT AN EMPLOYMENT DECISION.

IN THE EVENT OF EMPLOYMENT, I UNDERSTAND THAT FALSE OR MISLEADING INFORMATION GIVEN IN MY APPLICATION OR INTERVIEW(S) MAY RESULT IN DISCHARGE. I UNDERSTAND, ALSO, THAT I AM REQUIRED TO ABIDE BY ALL RULES, REGULATIONS, AND POLICIES OF THE CITY OF KEY WEST.

I HAVE READ AND SIGNED THE JOB DESCRIPTION FOR THE POSITION IN QUESTION. I UNDERSTAND AND AGREE THAT THE JOB DESCRIPTION MAY BE AMENDED FROM TIME TO TIME. THERE IS NOTHING TO KEEP ME FROM FULFILLING THE DUTIES AS LISTED.



SIGNATURE OF APPLICANT

7/22/19

DATE

Keri O'Brien

1708 United Street, Key West, FL 33040

Phone: 215-840-4105 E-Mail: keri.obrien@outlook.com

Experience

Butterfly and Horticulture Assistant

2018-Present

The Key West Butterfly and Nature Conservatory – Key West, FL

- Attend to all daily needs of butterflies, birds, and plants within controlled conservatory environment including troubleshooting animal injuries
- Continuously monitor computer and shade system to maintain optimal climate settings
- Greet visitors to the garden, answer all of their questions, and educate them regarding our plants, insects, and animals

Assistant General Manager

2015-2017

Jones Lang Lasalle Americas, Inc. – Philadelphia, PA

- Supported general manager in all facets of day-to-day operations for corporate complex (650,000 SF) and two other area office buildings (151,000 SF and 114,000 SF respectively)
- Collaborated with GM to produce and deliver annual budgets and reforecasts as needed for all buildings as well as analyzed monthly and quarterly variances
- Tracked vendor service contracts and organized bid opportunities for those expiring (RFPs) and communicated scope to vendors for other cost proposals as needed per project
- Monitored aging A/R and worked with tenant contacts to stay current and properly allocate payments with accounting group
- Responsible for monthly financial reporting; produced and confirmed all financial reports that were delivered to clients on a monthly basis
- Tracked, approved and coded all invoices for building sites

Lead Property Manager/Realtor Associate

2009- 2015

Realty Solutions, LLC – Audubon, NJ

- Responsible for the management of 190+ residential and commercial rental units and served as the primary liaison between client owners and tenants
- Monitored AR/AP, approved all vendor invoices
- Demonstrated solid understanding of mechanical, electrical, and structural issues as they surfaced in order to troubleshoot all repair/maintenance issues for entire portfolio; personally handled small

jobs, assigned vendors for specialized issues, and requested bids and managed larger projects to their conclusion

- Coordinated with designated local and state government agencies around property/tenant compliance and attend municipal and state inspections as needed
- Established and continually improved all systems and protocols currently used in operations and finances

Benefits Specialist/Case Manager

2004-2009

Begley Law Group - Moorestown, NJ

- Single point of contact for clients through their estate planning, asset protection, and benefit application process while continually ensuring they met eligibility requirements with Medicaid and the Department of Veteran Affairs
- Completed and filed applications, with all supporting documentation, for client Medicaid and/or VA Aid & Attendance and communicated with county and federal case workers throughout the process
- Stayed abreast of all changes to NJ Medicaid regulations and demonstrated continual understanding of the impact to long-term care planning from the DRA of 2005 and HCFA Transmittal 64

Processor/Underwriter - Employee Loan Team

1998-2001

GE Capital Mortgage - Cherry Hill, NJ

- Selected from entire division to process and underwrite mortgage applications for existing GE employees
- Examined entire application (credit reports, income ratios, appraisals) to ensure all loans were FNMA or FHLMC compliant
- Communicated continually with borrowers to improve their understanding of the entire loan process (disclosures, escrows, PMI, servicing)

Office Manager/Bookkeeper

1997-1998

Eagle Creek Developers - Brandon, FL

- Responsible for all day-to-day operations of single family home builder by communicating directly with building supervisor, vendors, and customers
- Designed in-house computer database and systems to track entire community project, focusing on job status and individual unit profitability
- Maintained all accounting records to prepare weekly payroll, accounts receivable/payable, and quarterly profit and loss statements/balance sheets

Education

Bachelor of Arts, Psychology - Rutgers, The State University, Camden, NJ - 1991

Driver License Check



As of Jul 23, 2019, at 2:18 PM driver license number **O165-512-68-967-0** is **VALID**. This license is a Class **E**. Restrictions are **(NONE ON RECORD)**. Endorsements are **(NONE ON RECORD)**. Motorcycle endorsements are **MOTORCYCLE ALSO**. Expiration Date is **Dec 27, 2025**. You may purchase a [driver history](#) via mail or electronically.

You are eligible for Driving School Election. Information regarding Driving School Election can be found at the [HSMV Home Page - Driver License - Driving Courses](#).

Your Personal Information in Florida motor vehicle and driver records is blocked in accordance with the [Driver Privacy Protection Act](#).

Your Social Security Number has been verified. Thank you.

When you check your license by entering the number above, if it shows "VALID" it simply indicates that the department has already received information and cleared your record. You may disregard any notice you received and print the response as your latest official receipt from this agency.

[Would you like to look up another record?](#)

1024

KEVIN MADOK, CPA
CLERK OF THE CIRCUIT COURT & COMPTROLLER
MONROE COUNTY, FLORIDA



You are currently in Public Access mode. Some protected images will not be available for viewing. If you are a subscriber, please login to view these images.

[Login](#)

[Records Online](#) [Search Traffic/Criminal Cases](#)

All Court case data entered on or before 7/23/2019 is available for viewing.

No records were found that match your criteria.
Please modify your criteria and try again.

Defendant Name: (Last Name, First Name)

Date From: To: (MM/DD/YYYY)

OR

Case Number: (XX X 99 9999999) [Need more help?](#)

OR

Uniform Case Number (UCN): (99 9999 XX 999999 999X XX or 99 9999 XX 999999 X999 XX) [Need more help?](#)

Copyright © 2001 - 2019 Monroe County Clerk of the Circuit Court.
All rights reserved. [Disclaimer](#)

Arrest Search Results

★

No results were found for the search criteria that you entered:
Keri OBrien

[Return to Home Page](#) [Search Again](#)

★

The Monroe County Sheriff's Office is a state and nationally accredited law enforcement agency.



Accessibility Policy
The Monroe County Sheriff's Office is committed to providing access to all individuals—with or without disabilities—seeking information on Keyssso.net. To provide this information, we've built Keyssso.net to conform to American with Disabilities Act (as amended). The ADA requires that all individuals with disabilities have access to, and use of, information and data comparable to that provided to individuals without disabilities, unless an undue burden would be imposed on us.
If you use assistive technology (such as a screen reader, eye tracking device, voice recognition software, etc.) and have difficulty accessing information on Keyssso.net, please contact us and provide the URL (web address) of the material you tried to access, the problem you experienced, and your contact information. We'll contact you and attempt to provide the information you're seeking.
You may contact us by telephone at (305) 292-7000 or via email web@keyssso.net.

Links to Third Party Websites
Some pages on this website may contain links to third party sites not operated by the Monroe County Sheriff's Office. These sites may not adhere to ADA standards. The Monroe County Sheriff's Office is not responsible for the content and accessibility of those sites, their partners, or advertisers.

Copyright © M.C.S.O. Information Systems



<http://www.dc.state.fl.us/index.html>

Florida Department of Corrections

<http://www.dc.state.fl.us/index.html>



Ron DeSantis, Governor

Mark S. Inch, Secretary

Inspiring Success by Transforming One Life at a Time

[Offender Search \(/OffenderSearch/InmateInfoMenu.aspx\)](#)

[Visit an Inmate \(/www.dc.state.fl.us/ci/visit.html\)](#)

[Correctional Institutions \(/www.dc.state.fl.us/ci/index.html\)](#)

[Probation Services \(/www.dc.state.fl.us/cc/index.html\)](#)

[FDC Jobs \(http://www.fldocjobs.com\)](http://www.fldocjobs.com)

[Newsroom \(/www.dc.state.fl.us/comm/index.html\)](#)

[Statistics \(/www.dc.state.fl.us/pub/index.html\)](#)

Corrections Offender Network

Offender Information Search

Please specify one or more of the following fields:

No offender records were found that matched your search criteria. Please review your search criteria for misspellings and/or incorrect choices. If your search criteria is correct then remove some of the criteria to broaden the search.

Submit another search:

Search Hints:

[Submit Request](#)

Last Name:

Obrien

First Name:

Keri

DC Number:

Search aliases?

Do not show photos on the Offender List pages

(Photograph will appear on the Offender Detail page only - this speeds up the Offender List page)

Show only offenders that have photos

Limit matches to no more than per page

20

[Submit Request](#)

[Clear Request](#)

The Florida Department of Corrections updates this information regularly, to ensure that it is complete and accurate, however this information can change quickly. Therefore, the information on this site may not reflect the true current location, status, release date, or other information regarding an offender.

This database contains public record information on felony offenders sentenced to the Department of Corrections. This information only includes offenders sentenced to state prison or state supervision. Information contained herein includes current and prior offenses. Offense types include related crimes such as attempts, conspiracies and solicitations to commit crimes. Information on offenders sentenced to county jail, county probation, or any other form of supervision is not contained. The information is derived from court records provided to the Department of




Registered Offender List

Search Criteria: Obrien, Keri

No offenders found based off the search criteria.

© Copyright 2017, FWD Holding Inc. All Rights Reserved.

	THE CITY OF KEY WEST Job Description	Union, Hourly Position	
		Revised	10/01/2018
POSITION	Deputy City Clerk	MIN. HOURLY WAGE	\$19.3781
DEPARTMENT	City Clerk's Office (12-02-512)		
JOB CODE	43025	GRADE	16T

PHYSICAL LOCATION:

- **City Hall – 1300 White Street, Key West, FL**

REPORTING RESPONSIBILITIES:

- **Reports directly to the City Clerk or Designee**

GENERAL FUNCTIONS:

- **This is an administrative position requiring the performance of highly diverse and advanced clerical and administrative work for the City Clerk. Performs a variety of difficult auxiliary tasks that are broader in nature and scope which require the use of independent judgement in making administrative decisions. Works with considerable independence within the scope of established rules and regulations in handling office matters and in assisting assigned personnel. Supervises, plans and directs the activities of office staff in order to ensure the proper management of the City Clerk's Office. Applies knowledge of administrative procedures combined with learned knowledge of the City's policies to produce any assigned documents in final form without clerical errors. To provide administrative support to City Clerk. In addition, the person in this position will be responsible for ensuring the integrity of the official City Clerk files and other departmental files, directing and routing calls and visitors to their proper destination. To provide clerk support to meetings as assigned. Perform City Clerk's duties in his/her absence.**

ESSENTIAL FUNCTIONS:

- **Able to read, write, speak and understand English in order to communicate with public and co-workers both orally and in written form.**
- **Able to see and hear well enough to perform the duties as described in this job description.**
- **Able to work a forty (40) hour work week and evening meetings when assigned.**
- **Computer literate and keyboard/mouse proficient.**
- **Able to use all equipment and materials as specified in this job description.**
- **Must obtain CMC (Certified Municipal Clerk) within 3 years of obtaining position.**

EQUIPMENT TO BE USED:

- **Personal computer, telephone, typewriter, calculator, fax and copy machines, etc.**

ENVIRONMENT:

- **Air-conditioned office.**

PHYSICAL REQUIREMENTS:

- **Standing 20%**
- **Climbing 5%**
- **Bending 5%**
- **Reaching 5%**
- **Sitting 65%**

DUTIES/TASKS/JOBS:

- **Attend Commission meetings as assigned, substitutes for City Clerk as needed and performs related functions.**
- **Compose letters as required.**
- **Transcribe minutes of City Commission and other official meetings.**
- **Index Resolutions, Ordinances and Minutes.**
- **Perform research assignments as assigned including matters of a confidential nature.**
- **Maintain office files and records. Track all new policies and procedures as dictated and implemented; keep current any changes, additions or omissions for departmental reference.**
- **Maintenance of meeting calendars for all City Commission and other official meetings.**
- **Processes the distribution of Code of Ordinances Books, and Land Development Regulations, and supplements, at direction of City Clerk.**
- **Prepare advertisements for zoning resolutions and ordinances and other routine advertisements.**
- **Prepare City Commission and other official meeting agendas, including pre-meeting and action agendas.**
- **Prepare Chambers for Commission meetings and workshops.**
- **Receive telephone and personal callers to office.**
- **Authorization to attest elected official signatures.**
- **Certify resolutions and/or ordinances.**
- **Read, sort, and distribute mail for office as assigned.**
- **Assist public, city departments and city officials in requests for documents.**
- **Prepare requisitions.**
- **Supervises assigned staff, at direction of City Clerk.**
- **Notice Special Calls for meetings, notifying press and department heads of special and workshop meetings.**
- **Prepare material for Commission meetings, as well as documents required by public.**
- **Duties and functions required for State records retention guidelines and Imaging tasks as required.**
- **All other duties as assigned.**

REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:

- **Ability to meet and deal with public and other City personnel in an effective and courteous manner.**
- **Ability to learn and work with City policies, procedures, contracts and forms.**
- **Working knowledge of and ability to use various types of computer software such as Microsoft Word, Windows and Excel.**
- **Ability to compose letters and memorandums.**
- **Ability to follow complex oral and written directions.**
- **Bachelor’s degree from an accredited major course work in business administration or related field and two years of relevant work or an equivalent combination of education and experience which provide the required knowledge, skills and abilities.**

- **Skill in the application of modern secretarial techniques and practices.**
- **Must be Notary Public.**
- **Working knowledge of correct English and punctuation.**

Periodically duties, equipment, material, and/or job setting, other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I Keri O'Brien, have read this job description and hereby agree with the above noted "Acknowledgements", that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.



Applicant Signature

Date 7/21/19

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY
VETERANS PREFERENCE EMPLOYER
& A DRUG-FREE WORKPLACE**

Apply at:

**City Hall, Office of Human Resources
1300 White Street
Key West FL 33040
Office Telephone: (305) 809-3714
Fax: (305) 809-3719**