

SUE ELLEN ESSERT

SKILLS

- **Exceptional Organization Skills**
- **Team-Oriented**
- **Knowledgeable with Windows Office Products, SharePoint and VREMS**
- **Excellent Time Management**
- **Terrific Communication Skills**
- **Extremely Reliable and able to Work Varied Work Schedules**
- **Able to Stay Calm in High Stress Situations**

WORK EXPERIENCE:

FEBRUARY 2024 – PRESENT

ADMINISTRATIVE ASSISTANT, BOROUGH CLERK – KENAI PENINSULA BOROUGH

SUPERVISOR – MICHELE TURNER

Job Duties:

- Greet visitors and assist with questions regarding elections, past and present assembly legislation, borough website instruction and direct visitors to other borough departments
- Update and maintain various borough website information, including borough boards and commission membership rosters and note vacancies
- Setup for Assembly and Board of Equalization meetings. Shop for snack supplies and setup/order for dinners and lunches
- Log and track real property appeals in CATS, log appeal fees and give to finance for processing
- Use the records management system to archive borough documents and retrieve documents as required
- Scan, log in SharePoint and file all borough contracts, grants and agreements
- Use calendar program to book borough conference rooms
- Prepare and maintain oaths of offices for borough boards and commissions
- Serve as voter registrar and notary
- Process liquor and marijuana licenses received from the State of Alaska
- Assist with Borough elections and assist election workers
- Aid the Borough Clerk with special projects as needed

JUNE 2023 – FEBRUARY 2024

IN-COURT JUDICIAL ASSISTANT, ALASKA COURT SYSTEM - KENAI

SUPERVISOR – SHELLEY STRIEFF 907-283-3110

Job Duties:

- Prepare courtrooms for daily proceedings, ensure needed supplies are available for the clerk, judge and parties; perform microphone test.
- Ensure computer programs are operating properly; prepare jury room if necessary.
- Open court and announce judicial officer, initiate phone calls for telephonic testimony and proceedings.
- Record court proceedings and prepare accurate summary of the same; log proceedings to reflect outcome of hearings such as bail conditions; future court dates and other orders.
- Prepare, distribute, and process documents resulting from court proceedings.

FEBRUARY 2019 – APRIL 2023

JUDICIAL ASSISTANT, LARAMIE COUNTY DISTRICT COURT – JUDGE FROELICHER

JUDGE PETER FROELICHER 307-633-4432

Job Duties:

- Executive Assistant to judge and manage all aspects of court chambers
- Manage/Supervise chamber staff
- Schedule all court proceedings and maintain court calendar
- Draft legal documents
- Arrange travel and accommodations for judge and staff
- Prepare court pleadings and file with Clerk's Office
- Prepare office budget and submit office invoices for payment
- Schedule video appearances for attorneys as well as defendants in jail
- Work closely with Sheriff Deputies to schedule criminal court
- Prepare all court documents for upcoming hearings for the judge
- Maintain courtroom technology equipment and report any malfunctions
- Deal professionally with attorneys and court staff
- Manage electronic filing software
- Order office supplies, manage mail for department
- Maintained department asset inventory list and submitted yearly as required

NOVEMBER 2016 – FEBRUARY 2019

DISTRICT COURT SPECIALIST, CLERK OF DISTRICT COURT – LARAMIE COUNTY

SUPERVISOR – DIANE SANCHEZ 307-633-4270

Job Duties:

- Process criminal, juvenile and civil court filings from District Court
- Distribute copies of signed orders to attorneys & pro se litigants
- Process restitution payments and bond paperwork
- Process & docket court paperwork into data management system
- Answer phones and help customers at the front counter.
- Worked with staff from District Attorney's Office, Public Defender's Office, Probation and Parole and private attorneys' offices daily.

MARCH 2016 – AUGUST 2016

OFFICE ASSISTANT, ASSESSING DEPARTMENT – MOHAVE COUNTY ARIZONA

SUPERVISOR – TERESA WOODS 928-753-0703

Job Duties:

- Help all office customers on the phone, in-person and by mail.
- Process address changes, improvement data and ownership changes
- Sort and route incoming mail
- Input data into Assessing Dept. database

APRIL 2006 – SEPTEMBER 2015

ADMINISTRATIVE ASSISTANT, DIRECTOR OF ASSESSING – KENAI PENINSULA BOROUGH

SUPERVISOR – CHRIS TILLY 907-714-2232

Job Duties:

- Was support for three department supervisors.
- Logged, tracked and prepared yearly real property valuation appeals and prepared for BOE.
- Answered daily emails from Assessing Department email account.
- In absence of Office Manager assisted in supervising clerk staff
- Answered phone calls and provided forms and information as required
- Sorted, dated and routed all incoming / outgoing department mail
- Composed, typed and edited correspondence for department director and appraisal staff
- Monitored and maintained department forms, archived files
- Maintained calendar of various department deadlines
- Prepared public notices for distribution to paper and media.
- Helped maintain department webpage
- Ordered office supplies and small tools
- Prepared purchase orders and processed department invoices for payment
- Arranged travel for department staff
- Notarized office documents

MARCH 1998 – APRIL 2006

ADMINISTRATIVE ASSISTANT, BOROUGH CLERK – KENAI PENINSULA BOROUGH

SUPERVISOR – LINDA MURPHY & JOHNI BLANKENSHIP

Job Duties:

- Greeted visitors and provided information regarding the Borough Assembly
- Maintained departments website
- Logged and tracked real property appeals
- Prepared Borough Ordinances and Resolutions in final form for permanent record
- Codification oversight
- Worked with borough communities to bring forward their community needs and then prepared borough legislative priorities book for Assembly to take to Juneau
- Maintained calendar for building conference rooms
- Prepared and maintained oaths of offices for all borough boards and commissions
- Prepared travel arrangements for Borough Assembly, traveled several times to Juneau with Assembly as staff
- Served as voter registrar and notary
- Assisted with all Borough general and special elections
- Ordered office supplies and equipment

EDUCATION:

2024

ALASKA NOTARY ISSUED

2008

EXCEL AND WORD CLASSES, KENAI PENINSULA COLLEGE

2001-2003

MUNICIPAL CLERKS INSTITUTE, SEATTLE WA – PD I, PD II, PD III

2003

AAMC ADVANCED ACADEMY – PARLIAMENTARY PROCEDURE

2004

AAMC ANNUAL CONFERENCE

2000

US NOTARY CLASS, ANCHORAGE, AK

1998-2008

ALASKA NOTARY ISSUED

1987

BANK TELLER TRAINING INSTITUTE, TACOMA, WA

1985

ROCHESTER HIGH SCHOOL, ROCHESTER, WA

MEMBERSHIPS

- AAMC
- IIMC

January 22, 2025

Sue Ellen Essert


Dear Michele (Borough Clerk),

I am writing to express my interest in the Deputy Clerk position.

I have enjoyed working on the current team with the Clerk's Office this last year and have appreciated the opportunity to refamiliarize myself with all aspects of working in the clerk's office.

I am excited about the opportunity to advance my skills in the Clerk's Office and am confident that my experience and skills align well with the requirements of the Deputy Clerk position. When I previously worked in the Clerk's Office my job duties were very similar to the current deputy clerk duties. I prepared an action agenda after assembly meetings and posted it online. I finalized all legislation after assembly meetings. I was responsible for codification of ordinances and distributing updates to borough departments. I was the legislative liaison for the assembly and worked on the legislative priorities book and traveled to Juneau with the assembly to present the book to legislators.

I am a member of the Alaska Municipal Clerks Association (AAMC) as well as the International Institute of Municipal Clerks (IIMC). I have attended Professional Development 1 (PD1), PD2, and PD3 in Seattle Washington and am currently enrolled in the Certified Municipal Clerk (CMC) Program. I anticipate achieving my CMC Certification this year.

I really admire your work ethic and Clerk knowledge, and appreciate your willingness to share your knowledge, allowing others to grow and encouraging a team environment. My background and capabilities align with the responsibility of the Deputy Clerk position, and I look forward to work more closely with you, enhancing our current team.

Thank you for taking the time to review my application. I look forward to the opportunity to interview to further discuss how my knowledge and experience is a right fit for the position of Deputy Borough Clerk.

Sincerely,

Sue Ellen

Certificate of Completion **CLERKS INSTITUTE I**

awarded to

Sue Ellen Essert

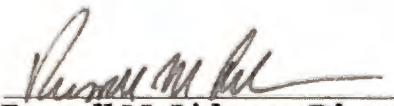
presented by

The Northwest Municipal Clerks and Treasurers Institute

July 15-20, 2001




Lloyd Hara
Institute Director


Russell M. Lidman, Director
Institute of Public Service

Certificate of Completion

PROFESSIONAL DEVELOPMENT II

awarded to

Sue Ellen Essert

presented by

The Northwest Municipal Clerks and Treasurers Institute

July 7-12, 2002



[Signature]
Lloyd Hara
Institute Director

[Signature]
Russell M. Lidman, Director
Institute of Public Service

Certificate of Completion

PROFESSIONAL DEVELOPMENT III

awarded to

Sue Essert

presented by

The Northwest Municipal Clerks and Treasurers Institute

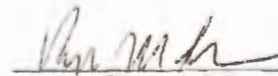
July 20 - 25, 2003



**Lloyd Hara
Institute Director**



**Shirley Loren (32)
Credit Hours**



**Russell M. Lidman, Director
Institute of Public Service**

