

APPLICATION FOR EMPLOYMENT WITH THE CITY OF EDGEWATER

The City of Edgewater is an Equal Opportunity Employer and will not discriminate against any person because of race, color, religion, creed, gender, age, national origin, disability, Veteran or marital status, or other legally protected status.

PLEASE PRINT

Position(s) Applied for: **City Clerk** Date of Application **3/24/2026**

How did you learn about us? (Please circle one)
 City Web Site Friend Walk-In
 Employment Agency Relative Other

Last Name First Name Middle Name

Killgore **Cassandra**

Address Number Street City State Zip Code

819 S Cedar Ave, Orange City, FL 32763

Telephone Number (s): **386-216-5032** Email Address: **cassandra.killgore@yahoo.com**

Have you ever filed an application with us before? Yes No If yes, give date **8/8/2025**

Have you ever been employed with us before? Yes No If yes, give date _____

Do any of your relatives work here? Yes No If yes, list name and your relationship _____

May we contact your present employer? Yes No

On what date would you be available for work? **1 month from offer**

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Are you lawfully eligible to work in the United States? Yes No

Have you been convicted of a felony? Yes No

Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain _____

EMPLOYMENT EXPERIENCE

START WITH YOUR PRESENT OR LAST JOB.

Employer	Dates Employed From To	Work Performed
City of Lake Mary	10/2023 - Present	Deputy City Clerk
Address 100 N Country Club Rd, Lake Mary, FL 32746		
Employer	Dates Employed From To	Work Performed
State of Florida	11/2018 - 10/2023	Deputy Clerk II
Address 300 S Beach St, Daytona Beach, FL 32114		
Employer	Dates Employed From To	Work Performed
State of Florida	06/2020 - 09/2021	Legal Assistant
Address 300 S Beach St, Daytona Beach, FL 32114		
Employer	Dates Employed From To	Work Performed
Address		

REFERENCES

1. Brittany Fernandez, Human Resources Administrator	(386) 732-1120
Name	Phone
100 N Country Club Rd, Lake Mary, FL 32746	
Address	
2. Stephanie Flippin, Deputy Clerk II	(804) 836-9995
Name	Phone
300 S Beach St, Daytona Beach, FL 32114	
Address	

APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that any false answers or statements made by me on this application or any supplement thereto, or any false statement made to any representative of the City of Edgewater during the interview process, will be sufficient grounds for immediate discharge, no matter when discovered.

I understand and agree that if I am hired by the City of Edgewater, my employment is for no definite period and may be terminated at any time without previous notice or cause. I understand that no supervisor or other representative of the City of Edgewater has the authority to enter into any agreement for employment for any specified period of time, except by written authorization by the City Manager.

I understand and agree that the City of Edgewater will make a thorough investigation of my character, reputation and past employment. I authorize the giving and receiving of any such information requested by the City of Edgewater and hereby release all former employers and their agents of any liability for any information they may give to the City of Edgewater. I hereby waive any rights or claims I may have, whether presently fully developed or not, against the City of Edgewater or its agents or employees arising out of, or resulting from the release, authorized or unauthorized, of the information received pursuant to or in connection with the City of Edgewater's handling, processing, or investigation of my application with the City of Edgewater.

I agree to a physical examination if requested, including testing for the use of illegal drugs, controlled substances or alcohol, prior to hiring, and at any time during my employment based upon reasonable suspicion and/or Federal and State regulations.

I hereby acknowledge that my employment with the City of Edgewater will begin with a designated probationary period.

Applicant's Signature

3/24/2026

Date

Cassandra Killgore

(386) 216-5032 | Cassandra.killgore@yahoo.com

PROFESSIONAL SUMMARY

Certified Municipal Clerk (CMC) with extensive experience supporting governing bodies, managing official municipal records, administering public records requests, and ensuring compliance with statutory requirements. Proven ability to prepare agendas, minutes, ordinances, resolutions, and public notices while providing high level administrative and supervisory support in fast paced municipal environments.

CORE SKILLS & EXPERTISE

- Municipal Records & Archives Management
- Elections Administration & Compliance
- FOIA/Open Records Compliance
- Statutory & Regulatory Compliance
- Council Agenda & Minutes Preparation
- Public Notices & Legal Publications
- Supervisory & Staff Training
- Executive & Council Support

PROFESSIONAL EXPERIENCE

City of Lake Mary | Lake Mary, FL
Deputy City Clerk | 2023 – Present

- Coordinate and support City Commission, board, and committee meetings through agenda preparation, legal notices, and official minutes.
- Maintain custody and integrity of ordinances, resolutions, contracts, agreements, and other official municipal records.
- Administer public records requests in compliance with Florida Statutes and FOIA requirements.
- Assist with municipal elections, ensuring adherence to statutory procedures and transparency requirements.
- Provide training and guidance to staff on records management, governance procedures, and compliance standards.
- Represent the City Clerk's Office in interdepartmental coordination and public-facing matters.

Fifth District Court of Appeal | Daytona Beach, FL
Deputy Clerk II | 2018 – 2023

- Managed official court records and filings in accordance with judicial and statutory requirements.
- Drafted and processed court orders, tracked judicial assignments, and maintained case documentation.
- Provided leadership within a sub-department handling case initiation and records processing.

Legal Assistant – Central Staff | 2020 – 2021

- Managed caseloads and schedules for staff attorneys.
- Drafted Court Orders, legal memoranda, and judicial opinions.
- Transcribed dictations and conducted legal research using Westlaw.

EDUCATION & CERTIFICATION

- Certified Municipal Clerk (CMC) – International Institute of Municipal Clerks (IIMC)
- University of Central Florida – Bachelor of Science in Legal Studies
- Seminole State College of Florida – Associate of Science in Legal Studies (Summa Cum Laude)

Cheryl Hebert

From: Cassandra via City of Edgewater Florida <edgewater-fl@municodeweb.com>
Sent: Tuesday, March 24, 2026 9:35 AM
To: Personnel
Subject: Website Contact Form/ Application
Attachments: cassandra_killgore_resume.pdf; ck_edgewater_application.pdf

Submitted on Tuesday, March 24, 2026 - 9:35am Submitted values are: Cassandra Killgore
cassandra.killgore@yahoo.com

Dear Mayor, Council Members, and City Manager,

Thank you for the opportunity to reapply for the City Clerk position with the City of Edgewater.

I remain very interested in serving the City in this role. As a Deputy City Clerk and Certified Municipal Clerk, I bring direct experience in public records management, statutory compliance, and meeting administration. My focus has consistently been on accuracy, organization, and providing reliable support to elected officials and the public.

I appreciate the City's continued consideration and would welcome the opportunity to contribute to the professionalism and effectiveness of the Clerk's office.

Respectfully,
Cassandra Killgore