

CLERK'S OFFICE

APPROVED

Date: 7-15-03

Submitted by: Assembly Chair Traini
Prepared by: Office of the Ombudsman
For reading: July 15, 2003

ANCHORAGE, ALASKA

AR NO. 2003- 229

A RESOLUTION OF THE ANCHORAGE MUNICIPAL ASSEMBLY APPOINTING PATTY SMITH AS SECRETARY TO THE OMBUDSMAN.

WHEREAS, the Office of the Ombudsman is currently authorized three positions: Ombudsman, Assistant Ombudsman, and Secretary to the Ombudsman; and

WHEREAS, since January, the Office has carefully reorganized to ensure that the public is well-served by the staff hired and by a proactive approach to citizen complaints and inquiries; and

WHEREAS, given the Office's public outreach and increasing intake and cases for the Ombudsman and Assistant, the time is now right to fill the Secretary to the Ombudsman position, which has remained vacant for months; and

WHEREAS, Patty Smith – who currently works within the Clerk's Office – has indicated an interest in transferring to the Secretary to the Ombudsman position, and the Office would not only benefit by her presence, but also from her paralegal education; and

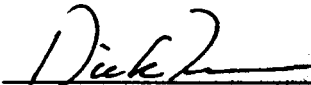
WHEREAS, this proposed transfer has been discussed and coordinated with the new Municipal Clerk.

NOW, THEREFORE, the Anchorage Assembly resolves:

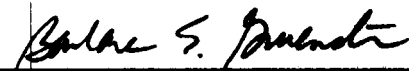
Section 1: That Patty Smith is appointed as Secretary to the Ombudsman.

Section 2: That this resolution shall be effective upon passage and approval.

PASSED AND APPROVED by the Anchorage Assembly this 15th day of July, 2003.


Chair

ATTEST:


Municipal Clerk

Patty Smith

201 East Sixteenth, #114

(907) 272-0504

Anchorage, Alaska 99501

Objective: To obtain a position utilizing education and experience in a help-oriented arena.

EDUCATION/AWARDS

Spokane Community College, Spokane, Washington	6/99
A.A.S. Degree ~ Paralegal Studies ~ ABA Accredited	
President's Honor Roll, Vice President's Honor Roll	
Outstanding Achievement ~ Paralegal Student of the Year	6/99

EMPLOYMENT

Municipality of Anchorage	1/03 - present
Clerk's Office	

Perform duties associated with producing the Anchorage Assembly minutes.

Center For Justice, Paralegal	2/98 - 5/01
Spokane, Washington	

Areas of law included environmental law, Landlord/Tenant, Family Law, Civil Litigation, Administrative Law. Paralegal Duties: Staff support to attorneys, performed initial client interviews, follow-up interviews, assessed client's eligibility for legal services, and represented clients in Administrative law actions. Also created and utilized referral database. Tracked cases and maintained contact with clients regarding status of case. Located social, administrative, and financial services for clients.

Accu-Scribe Transcription Spokane, WA	1/97- 8/98
Medical Transcriptionist	

Performed home-based medical transcription.

Sacred Heart Medical Center Spokane, WA	12/94 - 1/97
Medical Transcriptionist	

Performed acute care hospital transcription.

St. Peter's Community Hospital Helena, MT	6/90 - 10/94
Medical Transcriptionist	

Performed acute care hospital transcription.

Montana Governor's Office Helena, MT
Word Processing Technician III

09/88 – 6/90

Staff support to governor's office and other cabinets as necessary. Staffed the Women In Employment Advisory Counsel to the Governor, Citation Secretary, Proclamation Secretary, Children's Correspondence Liaison, scheduling governor for public proclamation signings. Manned multi-phone line taking comments from concerned resident and non-resident persons regarding controversial issues (Let Burn Policy and Brucellosis Policy).

Columbus Hospital Great Falls, MT
Medical Transcriptionist/Word Processing

12/81 – 9/88

SKILLS AND ABILITIES

Word Perfect (all versions), Microsoft Word (all versions), Windows 95, 98, and 2000. Excel, Outlook, Adobe Acrobat Reader, Internet, ten-key by touch, typing 90 wpm, Medical Terminology, Legal Terminology

AK 203-229

1	SUBJECT OF AGENDA DOCUMENT		DATE PREPARED	
	Appointment of Patty Smith as Secretary to the Ombudsman		7/8/03	
2	DEPARTMENT NAME		DIRECTOR'S NAME	
3	THE PERSON THE DOCUMENT WAS ACTUALLY PREPARED BY		HIS/HER PHONE NUMBER	
4	COORDINATED WITH AND REVIEWED BY		INITIALS	
	Mayor			
	Municipal Clerk			
	Municipal Attorney			
	Chief Fiscal Officer			
	Equal Rights			
	Municipal Manager			
	Cultural & Recreation Services			
	Economic Development & Planning			
	Employee Relations			
	Fire			
	Health & Human Services			
	Management Information Services			
	Office of Management & Budget			
	Police			
	Property & Facility Management			
	Public Works			
	Purchasing			
	Transit			
	Enterprise Activities			
	Merrill Field Airport			
	Municipal Light & Power			
	Port of Anchorage			
	Solid Waste Services			
	Telephone Utility			
	Water & Wastewater			
	Other			
5	SPECIAL INSTRUCTIONS/COMMENTS			
	AR for approval Action			
6	ASSEMBLY MEETING DATE REQUESTED		PUBLIC HEARING DATE REQUESTED	
	7/15/03		7	