

General Information	
Name	Clayton Knowles
Applicant ID	206543
Applicant Type	External Applicant
Applicant Status	010 Active
Applied Date	01/04/2024

Contact Information	
Name Prefix	
First Name	Clayton
Middle Name	
Last Name	Knowles
Name Suffix	
Address	2123 Sunlight Terrace Tallahassee, FL 32311 Leon
Preferred Contact	Email

Phone Numbers				
Phone Type	Telephone	Extension	Country Code	Preferred
Home	850/666-0207			Yes

Email Addresses		
Email Type	Email Address	Preferred
Home	clayton.knowles@gmail.com	Yes

Personal Information	
POI Type	Unknown
Eligible to Work in U.S.	
Are you a former employee	Yes
Previous Termination Date	08/01/2006

Preferences	
Desired Start Date	04/01/2024
Regular/Temporary	Regular
Full/Part-Time	Full-Time
Willing to Relocate	Yes
Willing to Travel	No

Travel Percentage Up to 100% of the time

Desired Work Days Monday Tuesday Wednesday
 Thursday Friday Saturday
 Sunday

Minimum Pay 220000.00 USD Year

Desired Shift(s) Any

Hours Per Week 70.00

Geographic Preferences

First Choice City of Tallahassee

Second Choice

Comments

Referral Sources

How did you learn of the job? Ad-Spcl

Additional Information

Specific Referral Source Talgov.com

Work Experience

Start Date 03/17/2020

End Date

Employer Gadsden County BOCC

Ending Job Title County Attorney

Supervisor

Ok to Contact? No

Email

Phone **Country Code**

Ending Pay Rate 0.00 USD Month

Description Served as the chief legal counsel to the Gadsden County Board of County Commissioners and all ancillary boards (Planning and Zoning, Canvassing, Construction Industry Licensing). Drafted all ordinances and resolutions in accordance with Florida Statutes and the Gadsden County Code of Ordinances. Advised Commissioners and County Staff on all legal related issues and served a chief legal counsel for all non-tort litigation and as counsel in all tort and employment litigation against the County or the Board. Served as chief legal counsel to the Gadsden County Canvassing Board regarding all elections related matters during the state mandated canvass of each federal, state and municipal election. Ensured compliance with state and federal grand administration.

Start Date 11/01/2019
End Date
Employer Pittman Law Group
Ending Job Title Senior Attorney
Supervisor
Ok to Contact? Yes
Email
Phone **Country Code**
Ending Pay Rate 0.00 USD Month
Description Served as the firm's counsel for all matters pertaining to the firm's contract for legal services with the Gadsden County Board of County Commissioners.

Start Date 05/14/2012
End Date
Employer Knowles & Randolph, P.A.
Ending Job Title Attorney/Shareholder
Supervisor Harold M. Knowles
Ok to Contact? Yes
Email hknowles@krlawpa.com
Phone 850/222-3768 **Country Code**
Ending Pay Rate 0.00 USD Month
Description Served as the lead attorney for the firm's local government/municipal clients including The City of Tallahassee, Leon County, The City of Gretna and The City of Jacob. In this capacity, I represented the City of Tallahassee and the Leon County Code Enforcement Boards as well as the joint City of Tallahassee/Leon County Board of Adjustment and appeals. Also served as an assistance city attorney for the City of Gretna, Florida and the City Attorney for the City of Jacob.

--

Degrees	
Degree	Bachelor of Science (BS)
Degree	Advanced Level (DEG0003)

School Education	
Education Level	Diploma (02)

Licenses and Certifications	
Issue Date	05/12/2012
License	Law License (LAW)

References				
Reference	Title	Employer	Phone	Country Code
Bennett Miller	Asst. State Attorney	State of Florida	850/443-4010	
Dr. Henry G. Grant	County Administrator (Ret.)	City of Midway Florida	850/661-2621	
Gary Roberts	City Attorney - City of Quincy	Gary A. Roberts & Associates	850/228-1865	
RB Holmes, Jr.	Reverend Dr.	Bethel Baptist	850/545-7427	
Roosevelt Randolph	Partner/Shareholder	Knowles & Randolph, P.A.	850/222-3768	

Questionnaire		
Final:		
Question: Do you possess a Juris Doctorate degree?		
Answers		
Possible Answer	Correct Answer	Selected Answer
Yes	✓	✓
No		
Question: Are you licensed to practice law in the State of Florida?		

Answers		
Possible Answer	Correct Answer	Selected Answer
Yes	✓	✓
No		

Question: Do you have eight (8) years of professional legal experience, with at least four (4) years of experience in the areas of public sector or local governmental law? A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Answers		
Possible Answer	Correct Answer	Selected Answer
Yes	✓	✓
No		

Question: If you have comparable education, training, or experience that you would like to substitute, please explain.

Answer: N/A

Evaluators for Open Ended Question
There are no Evaluators assigned to this Open Ended Question.

Additional Questions:

Question: Please tell us why you left your most recent employment/why you are leaving your current employment.

Answer: My current employment involves serving as the County Attorney for Gadsden County, Florida. In an effort to further my career and take on new challenges, working for the City of Tallahassee in the capacity as City Attorney offers me the opportunity of a lifetime to both serve my beloved hometown and to further my legal career with a challenging and exciting new position. My tenure as County Attorney is both rewarding, insightful and professionally fulfilling. It has also been a great honor to serve the citizens of Gadsden County. However, priorities shift as my children age into grade school, having employment closer to home with more regular hours has become desirable.

Evaluators for Open Ended Question
There are no Evaluators assigned to this Open Ended Question.

Question: Are you a current or former public safety personnel, law enforcement officer, or other covered employee or the spouse or child of a covered employee or former employee who is exempt from public records disclosure under §119.07, Florida Statutes?

Answers		
Possible Answer	Correct Answer	Selected Answer
Yes		

Answers		
Possible Answer	Correct Answer	Selected Answer
No	✓	✓

Question: Have you been employed by the City of Tallahassee in the past 26 weeks (6 months)?

Answers		
Possible Answer	Correct Answer	Selected Answer
Yes		
No	✓	✓

Question: Are you claiming Veterans' Preference? NOTE: In order to claim Veterans' Preference, applicants must upload a DD-214 (and other documentation, as applicable) with their online application prior to the close date of the job opening. For information on who may be eligible for Preference, go to: <http://www.http://floridavets.org/benefits-services/veterans-preference/>

Answers		
Possible Answer	Correct Answer	Selected Answer
Yes		
No	✓	✓

Question: In compliance with the Immigration Reform and Control Act, employees must be legally eligible to work in the U.S.; therefore, will you be able to provide proof of citizenship or authorization to work in the U.S. within 3 business days of being hired?

Answers		
Possible Answer	Correct Answer	Selected Answer
Yes	✓	✓
No		

Question: Selective Service Question: If you are a Male who is or was required to register under the Selective Service Act, are you able to provide proof of Selective Service Registration? For proof of registration, please click here: <https://www.sss.gov/Registration/Check-a-Registration/Verification-Form>. (Please select one answer only.) For more information, see the Selective Service System--Who Must Register chart at: <https://www.sss.gov/Registration-Info/Who-Registration> , or call (850)891-8214.

[NOTE: If you are a Female; OR a Lawful non-immigrant on a visa (i.e. a foreign student, a tourist with unexpired Form I-94, or Border Crossing Document DSP-150); OR if you were born before January 1, 1960, select "Not Applicable". Documentation of exemption may be required.]

Answers		
Possible Answer	Correct Answer	Selected Answer
Yes		✓

Answers		
Possible Answer	Correct Answer	Selected Answer
No		
N/A	✔	

Question: To your knowledge, do you have any relatives working for the City of Tallahassee? (If Yes, please provide their name, relationship to you, and the department they work for.)

Answer: NO

Evaluators for Open Ended Question
There are no Evaluators assigned to this Open Ended Question.

Question: By typing "YES" in the space provided below, I hereby acknowledge that in order to be evaluated for a position, I must provide all work experience, dates of employment, description of duties performed and any other information that is being requested via this online application. While resume's are accepted, they will not be accepted in lieu of filling out any and all information requested via the online application. Failure to provide adequate information in the application itself will result in your application not being considered.

Answer: YES

Evaluators for Open Ended Question
There are no Evaluators assigned to this Open Ended Question.

Resume



CLAYTON FORD KNOWLES

WORK EXPERIENCE

Gadsden County Board of County Commissioners
County Attorney

2020 — Present

Responsibilities

- ◆ Lead legal counsel to the Gadsden County Board of County Commissioners.
- ◆ Responsible for oversight of all County related state, federal and administrative, legal matters, including, but not limited to litigation, discovery, case strategies, expenses, mediations and settlement negotiations
- ◆ Communicate with County's insurer (FACT) and supervise assigned/outside litigation counsel to comply with applicable rules of procedure and state/federal statutes
- ◆ Negotiate settlements on behalf of the Board and lead all executive sessions pursuant to F.S. 286.011
- ◆ Attend depositions, mediations and all pre-trial conferences
- ◆ Implement and oversee compliance with Single Audit Act/2 CFR Part 200 for the County's CARES Act and American Rescue Plan Act Compliance
- ◆ Draft all County Ordinances, Resolutions and Contracts
- ◆ Ensure compliance with all County procurement activities
- ◆ Oversee legal compliance with Florida Statutes §129.06 relating to all County budget expenditures
- ◆ Provide legal advice and Board Counsel for all County Boards including Planning & Zoning, Construction Industry Licensing Board and Tourist Development Council (F.S. 125.0104)
- ◆ Draft amendments to the Gadsden County Land Development Code, review all Large- and Small-Scale Comprehensive Plan Amendments (LSCPA/SSCPA) and ensure compliance with all applicable statutes
- ◆ Defend County against declaratory actions, unfunded mandate lawsuits and other non-covered legal actions/matters

Jacob City, Florida
City Attorney

2019—2020

Responsibilities

- ◆ Drafted City Ordinances and Annexation Plan
- ◆ Implemented Annexation Plan for 80MW Solar Farm to be sited in Jacob City
- ◆ Assisted with the implementation of new millage rate and proper compliance with the Florida T.R.I.M. Statute
- ◆ Ensured compliance with various grant application protocols and requirements

Knowles & Randolph, P.A.
Senior Attorney/Co-Managing Partner

2012—2019

Responsibilities

- ◆ Represented the Tallahassee/Leon County Board of Adjustment and Appeals in litigation regarding both quasi-judicial authority and Board Member immunity
- ◆ Led firm's estate planning and probate practices
- ◆ Worked as an assistant city attorney for municipal clients
- ◆ Drafted 100s of wills and trusts, supervised the administration of 100s of probate estates
- ◆ Served as Board Attorney for Tallahassee Municipal Code Enforcement Board and the Leon County Code Enforcement Board.
- ◆ Researched and litigated issues pertaining to statutory interpretation and construction, administrative law, municipal ordinance construction, and

enforcement.

- ◆ Assisted clients in business formation, operation, and litigation.
- ◆ Defended against criminal litigation at the local, state, and federal level including misdemeanors and PBL (punishable-by-life) felonies.
- ◆ Advised governmental clients on issues related to land use, land development code enforcement, the International Property Maintenance Code.
- ◆ Drafted ordinances for governmental and business clients.

Knowles & Randolph, P.A. 2007 - 2012
Legal Intern

City of Tallahassee – Your Own Utilities 2005 - 2006
Utility Services Specialist

Phoenix Construction, LLC 2004 - 2005
VP of Operations

Bryant, Miller, Olive, P.A. 2003 - 2004
Administrative Assistant and Office Courier

PROFESSIONAL & CIVIC ENGAGEMENT

- ◆ Director, Disc Village
- ◆ Lifetime Member, National Association for the Advancement of Colored People
- ◆ Florida State University Alumni Association
- ◆ Florida State College of Law Black Alumni Association

EDUCATION

The Florida State University, College of Law
Juris Doctorate, 2010

The Florida State University
Bachelor of Arts, Government, 2006

- ◆ Student Government Association – Secretary of Campus Concerns

BAR ADMISSIONS

- ◆ Florida
- ◆ United States District Court for the Northern District of Florida
- ◆ United States Bankruptcy Court for the Northern District of Florida

Cover Letters

Clayton Ford Knowles, Esquire
2123 Sunlight Terrace
Tallahassee, Florida 32311
850|666|0207
clayton.knowles@gmail.com

The City of Tallahassee
300 South Adams Street
Tallahassee, Florida 32301

January 3, 2023

Re: City Attorney Availability

Dear Mayor and Members of the City Commission:

Kindly accept this cover letter for the job opening with the City of Tallahassee as the City Attorney. I believe my skill set is uniquely tailored to the qualifications set forth in the job announcement and that I will be an asset to both the Citizens of Tallahassee and the City Commission.

The opportunity to apply for this position has afforded me a chance to work for what truly is my favorite city on Planet Earth: The City of Tallahassee. A City I love so dearly that despite having various opportunities both at home and abroad, the allure of “T-Town” has always kept me firmly grounded close to home. As the son of an attorney, following in my father’s footsteps was always a dream, which eventually became a reality. Though anyone who knows Harold Knowles, the hard charging trailblazer who integrated Leon High School in 1963, knows that his respect, admiration and paychecks are hard come by. Working for him for over a decade sparked my entrée into and love for working with local governments and their citizens.

In the past four years, having worked as the County Attorney for Gadsden County, I have gained invaluable experience into the inner workings of a large local government agency and despite a steep learning curve, have thoroughly enjoyed my time there. I have grown as both a person and an attorney as I have become acquainted with the wonderfully kind citizens, board members and staff in Gadsden County. My chosen path in life has afforded me countless opportunities that in law school, I scarcely thought possible at all, let alone before the age of forty. However, as our family grows, with our three-year-old quickly approaching PK3 and our son recently having had his first birthday, I’m inclined to seek a different work/life balance all while still working in a challenging field and a fulfilling legal environment; a tall order no doubt, but one that appears to be viable in the City Attorney position.

Serving as outside counsel for both municipal and county governments has been my life's work, yet the opportunity to serve as in-house counsel, for the Capital City of the one of the nation's fastest growing states only comes about once in a lifetime. As I watch my beloved hometown continue to grow, change, and flourish, the opportunity to be a part of that growth would be extremely hard to pass up. This is a real chance, to be an integral part of the City that I love, and I would appreciate any consideration and indulgence that the Commission is willing to provide.

Kindest Regards,

Knowles

Clayton F.

Clayton Ford Knowles