

Patricia Noland

May 16, 2024

Jefferson County Commission
P. O. Box 250
124 E. Washington Street
Charles Town, WV 25414

Dear Honorable Commissioners,

Please find attached to this cover letter my resume for your consideration for the appointment of a temporary replacement for one of the two vacancies on the Jefferson County Commission. I am willing to serve for either the Shepherdstown or Harpers Ferry District.

I am ready, willing and able to serve until a replacement is appointed.

My home address and contact information is contained in the letterhead.

Best regards,



Patricia Noland

N
Patricia
Noland

SUMMARY

Accomplished County Commissioner with proven understanding of issues affecting Jefferson County.

SKILLS

Economic Development	Social Media
Land Use Planning	Regulatory Compliance
Community Engagement	Team Collaboration
Workforce Development	Effective Communication
Government Relations	Executive Leadership

EXPERIENCE

Realtor, Licensed since 1984

Charles Town, WV

Samson Properties/Nov 2022 to Current

Shultz Realty and Path Realty/July 1984 to Nov 2022

- Represent buyers and sellers in real estate transactions.

Jefferson County Commissioner

Jefferson County, WV

Jefferson County Government/Jan 2009 to Dec 2020

- Approved county's fiscal budget and implemented property tax increases to meet targets.
- Presided over meetings with other county commissioners and community representatives to discuss prominent issues.
- Reviewed and approved budgets for various county departments.
- Collaborated with state legislators to advocate for changes beneficial to the county's citizens.

Clerk of the Circuit Court

Jefferson County, WV

Jefferson County Government/Jan 1994 to Oct 2008

- Trained staff members to perform work activities and use computer applications.
- Maintained strict confidentiality of sensitive information.
- Managed daily office operations and administrative tasks.
- Ordered office supplies and managed inventory control.
- Processed accounts payable and accounts receivable to maintain current financial records.

Jefferson County Magistrate

Jefferson County, WV

WV Supreme Court of Appeals/Jan 1985 to Sept 1994

- Handled small claims disputes between parties up to a certain dollar amount.
- Determined probable cause for issuing arrest warrants.
- Presided over criminal misdemeanor cases and determined probable cause in felony cases.

EDUCATION AND TRAINING

Certificate Real Estate

James Rumsey Technical Institute/May 1984

Martinsburg, WV

Shepherd University 1964-65

Shepherdstown, WV

ACTIVITIES AND HOBBIES

- My hobbies include making hand hewn wooden bowls, gardening, reading, and enjoying our great grandchildren.
- Member of the Board of the Jefferson County Council on Aging
- Member Emeritus of the Board of the Jefferson County Convention and Visitors Bureau
- Member of the Board of Directors of the non-profit Horses with Hearts organization.