

Application Form**Profile****Office Use Only:** Ward 2**Which Boards would you like to apply for?**

Community Police Review Commission: Submitted

Cultural Heritage Board: Submitted

Board of Ethics: Submitted

Museum of Riverside Board: Submitted

Ms./Mr.

Ms.

Blake

First Name

R.

Middle Initial

Williams

Last Name

[REDACTED]

Home Address

[REDACTED]

Suite or Apt

Riverside

City

CA

State

[REDACTED]

Postal Code

Home: [REDACTED]

Primary Phone

Home:

Alternate Phone

[REDACTED]

Email Address

Self-Employed

Employer

Certified Paralegal

Job Title

Business Address

[REDACTED]

Business Phone

[REDACTED]

Length of residence in City of Riverside

52 years

Are you a registered voter of the City of Riverside? Yes No

Have you ever been convicted of a crime of moral turpitude?

Yes No

Do you have adequate time to serve?

Yes No

*Eligibility requirements per City Charter Article VIII Section 805.

Applications may be screened on the basis of information submitted with this form.

You are welcome to provide a resume and/or letters of endorsement.

Interests & Experiences

WHY YOU WANT TO SERVE ON A CITY BOARD OR COMMISSION:

I have always been very active in my community and previously served on the City of Riverside, Design Review Board, prior to it being merged into the Planning Commission.

EXPERIENCE OR SPECIAL KNOWLEDGE PERTAINING TO AREA(S) OF INTEREST:

I have 30+ years experience in the legal professions dealing with issues ranging from education, employment, litigation from several perspectives and am a certified mediator. I have also been very involved with the arts in Los Angeles, was a volunteer at the California African American Museum, the African Marketplace & Cultural Faire, among many other organizations.

EDUCATIONAL BACKGROUND:

I attended UCLA, during which time I became very involved in several high profile complex legal matters with some of the firms I have worked with. I then obtained several certifications and am currently participating in the California State Bar - Law Office Study Program.

OCCUPATIONAL EXPERIENCE:

I have more than 30 years experience in the legal profession as a Certified Paralegal, with trial, appellate and California Supreme Court Experience. Also, experience with mediations and arbitrations as well as being a Certified Mediator.

PROFESSIONAL OR TECHNICAL ORGANIZATION MEMBERSHIPS:

John M. Langston Bar Association

CIVIC OR COMMUNITY EXPERIENCE, MEMBERSHIPS, OR PREVIOUS PUBLIC SERVICE APPOINTMENTS:

City of Riverside - Design Review Board; Past President and Member of the North Rubidoux Womens' Club; Past President of the Board of Directors for the Sickle Cell Organization of the Inland Counties; Administrative Director of the African Marketplace and Cultural Faire; Board President of AFAC;

COMMISSION ON AGING
AIRPORT COMMISSION *
BUDGET ENGAGEMENT COMMISSION
COMMUNITY POLICE REVIEW COMMISSION
CULTURAL HERITAGE BOARD *
COMMISSION ON DISABILITIES
BOARD OF ETHICS
HUMAN RELATIONS COMMISSION
HUMAN RESOURCES BOARD
BOARD OF LIBRARY TRUSTEES *
METROPOLITAN MUSEUM BOARD
PARK AND RECREATION COMMISSION *
PLANNING COMMISSION *
BOARD OF PUBLIC UTILITIES *
TRANSPORTATION BOARD *

*A Statement of Economic Interests is required. Any information listed on this application is a matter of public record and will be disclosed upon request.

Under existing California law, a member of a board or commission may not make, participate in making, or attempt to influence a governmental decision if it is reasonably foreseeable that the decision could have a material financial effect on that member, the member's immediate family, or any of his or her financial interests. There is also a special category of conflicts of interest which strictly forbids members and/or their employers from having financial interests in city contracts. Careful consideration should be given to this issue and applicants are encouraged to contact the City Clerk's Office if they have any questions.

Question applies to Cultural Heritage Board

- Thank you for your interest in serving on the Cultural Heritage Board.
- The issues and challenges facing the Cultural Heritage Board increasingly require specialized expertise; therefore, the following special criteria guide appointments to the Board.
- Please fill out supplemental [form](#).

Question applies to Community Police Review Commission

COMMUNITY POLICE REVIEW COMMISSION

CPRC applicants must undergo a limited background check by the Police Department prior to serving on the Commission due to the sensitivity and confidentiality of the materials you will review that have certain legal restrictions. The background check consists of completion of a Background Personal Information form, live scan fingerprint process through the FBI and Department of Justice, a local police records check, a records check of the National Crime Information Center (NCIC), and a DMV records check that includes vehicles registered to the applicant. The DMV records check relates to City liability issues since Commissioners occasionally drive their personal vehicles to public outreach events. The background check takes approximately two weeks to complete.

Question applies to Community Police Review Commission

Have you ever been convicted of a felony or misdemeanor?

Yes No

Question applies to Community Police Review Commission

Do you have basic computer skills?

Yes No

NOTICE REGARDING INCOMPATIBLE OFFICES

Under existing California law, no member of City boards or commissions may simultaneously hold two public offices that are incompatible. (California Government Code Section 1099)

Offices are incompatible if one of the offices has supervisory, auditory or removal power over the other, if there would be any significant clash of duties or loyalties between the offices, or if public policy considerations make it improper for one person to hold both offices.

Do you currently hold a position as an appointed or elected member of a governmental board, commission, committee, or other body?

Yes No

If "Yes", please state position:

Members of boards and commissions are covered by Workers' Compensation insurance while serving. If appointed, completion of a LiveScan background screening is required prior to commencement of service.

Please call the City Clerk's Office at 826-5557 or visit RiversideCA.gov/city_clerk for more information. City Clerk's Office, City Hall, 3900 Main Street, 7th floor, Riverside, CA 92522

[BRW_Resume_2018.pdf](#)

Upload a Resume

Additional document(s)

How did you learn about the Board and Commission vacancies?

Web Site

Are you interested in being contacted by the Registrar of Voters to volunteer as a poll worker?

Yes No

Blake R. Williams - CP, CAS

*Certified Paralegal
California Advanced Specialist – Litigation*

More than 30 years of experience, with focus on complex litigation in both California State Courts and Federal Courts, available as a contract paralegal at an hourly rate or per project basis.

- Case & Information Management: File Maintenance and Organization, Case Calendaring, Database Design and/or Management, e-Discovery Protocols, Budgeting and Fee Analysis, Extensive liaison with courts including but not limited to Coordination of Filings (including electronic filings), Case History, Special Procedures;
- Legal Research and Writing: Review Briefs regarding Substantive Issues, drafting key pleadings such as the Complaint, Answer, Discovery Motions, Ex Parte Applications, Motions for Summary Judgment, etc.;
- Discovery, Investigation & Information Management: Propound Discovery, Respond to Discovery, Deposition Preparation, Factual Investigation, Review Documents for relevance and asserted privileges, analysis, coding and document management, attend production and coordinate imaging and/or data harvesting; Summation and Analysis of documents produced; Deposition/Trial Transcript Summaries, Medical Records Analysis;
- Trial Preparation: Preparing the Matter for Trial, Witness Coordination, Information Management at Trial, draft key pleadings such as Witness List, Jury Instructions, Exhibit List, Motions in Limine, other Dispositive Pre-Trial Motions, Trial Briefs; and,
- Attend depositions, mediations, arbitrations, civil trials and appellate proceedings.
- Appeals: prepare Notice of Appeal; coordination of designation of record; prepare and/or coordination of appellate filings.

02/2006 – present	Los Angeles, California
06/1994 - 05/1998	
Contract Paralegal	
06/2004 - 02/2006	Kirkpatrick & Lockhart Nicholson Graham (currently known as K&L Gates)
Senior Litigation Paralegal	
Complex Litigation	Los Angeles, California
11/2001 - 01/2003	Gancedo & Nieves LLP
Litigation Paralegal –	
Complex Plaintiff Class Action Lawsuits	Pasadena, California
05/1998 - 10/2001	Hahn & Bolson LLP
Litigation Paralegal	Los Angeles, California
06/1989 - 06/1994	Kaye, Schoeler, Fierman, Hays & Handler
Senior Litigation Paralegal	Los Angeles, California
02/1988 - 06/1989	Pillsbury Madison & Sutro
Paralegal Clerk	(currently known as Pillsbury, Winthrop, Shaw & Pittman)
	Los Angeles, California

Northern California & Southern California

Phone: [REDACTED]

Education

State Bar of California

Study of Law through Law Office of Judge's Chambers

Kaplan College

Paralegal Studies

University of California at Los Angeles

Biochemistry; Political Science

University of California, at Los Angeles

Power Writing for Paralegals

Tort Litigation for Legal Secretaries, Legal

Assistants and

Paralegals (Certificate 1987)

Los Angeles County - ROP

Paralegal Studies (Certificate 1988)

Los Angeles County Dispute Resolution Program

Martin Luther King Dispute Resolution Center

Mediation (Certificate 1992)

FAME Renaissance Entrepreneurial Program

(Certificate 1995)

National Association of Legal Assistant

(Certification - 2000 until present)

National Certification for Legal Assistant - CLA designation

National Association of Legal Assistant

California Advanced Specialist – Litigation designation

(Certification - 2002 until present)

Community Service

09/1995 – present

North Rubidoux Women's Club

Rubidoux, California

1996 – 2002, President

1995 – 1996, Vice President

Philanthropic organization within the community providing Child Care, Senior Center, and Sickle Cell Program Support

03/2000 – 03/2004

Design Review Board City of Riverside

Riverside, California

Volunteer, Board Member

03/2002 – 05/2004

Sickle Cell Organization of the Inland Counties

Riverside, California

10/1995 - 07/1999

2002 – 2004, President of the Board

1996 – 1998, Secretary of the Board

Non-profit health organization that services thirteen counties in Southern California providing programs and assistance to those afflicted with sickle cell disease, sickle cell trait or hemoglobin variant.

10/1994 - 1998

California African American Museum

Los Angeles, California

Volunteer, Service Council /Awards Coordinator

10/1991 – 1997

Martin Luther King Dispute Resolution Center

Los Angeles, California

Mediator
