



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### DISCRETIONARY STEP COUNTY-WIDE DEPARTMENTS

Date: 01/10/2020

**Request for Discretionary Step 2**

Employee No.: 105724

Department Name: 370th District Court

Position Title: Assistant Court Coordinator (DC)

Slot No.: 0003

Dept./Prg.#: 007-001

Effective Date: 01/20/2020

(Next full pay period)

**POSITION REQUIREMENTS:**

Education:  High School/GED  Associates  Bachelor's  Masters  Other: \_\_\_\_\_

Experience:  0 yr.  1 yr.  2 yrs.  3 yrs.  4 yrs.  5 yrs.  6 yrs.  
 7 yrs.  8 yrs.  9 yrs.  10 or more yrs.

Certificates/Licenses: \_\_\_\_\_

**JUSTIFICATION FOR STEP INCREASE:**

Education:  High School/GED  Associates  Bachelor's  Masters  Other: \_\_\_\_\_

Experience:  0 yr.  1 yr.  2 yrs.  3 yrs.  4 yrs.  5 yrs.  6 yrs.  
 7 yrs.  8 yrs.  9 yrs.  10 or more yrs.

Certificates/Licenses: \_\_\_\_\_

**JUSTIFICATION:**

- \* Bachelor's Science Degree in Criminal Justice
- \* U.S. Army - Military Police
- \* Police officer - San Benito, TX
- \* U.S. Border Patrol 1976-2001 (Retired)
- \* Court Bailiff 370th
- \* Investigator HIDTA Task Force

\* (Retired) Educator (ECISD) Government/Economics.  
 Please make sure supporting documentation is attached (i.e. certificates, degrees, licenses, etc.) Forms that are submitted without supporting documentation will not be considered.

  
 Department Head/ Elected Official Signature

JAN. 9th 2020  
 Date