



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### DISCRETIONARY STEP COUNTY-WIDE DEPARTMENTS

Date: 10/27/23 Request for Discretionary Step 2

Employee No.: 243302 Department Name: 464th District Court

Position Title: Assistant Court Coordinator Slot No.: 0004

Dept./Prg.#: 012-001 Effective Date: ~~4/20/2023~~ 12/19/2023  
(Next full pay period) 28

**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: \_\_\_\_\_

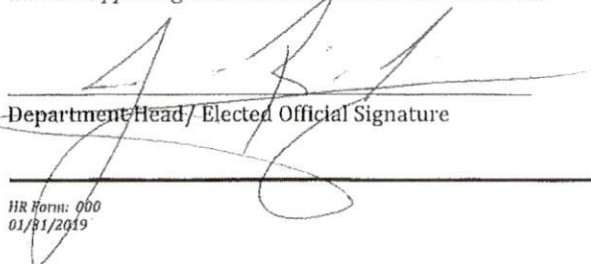
Experience:  0 yr.  1 yr.  2 yrs.  3 yrs.  4 yrs.  5 yrs.  6 yrs.  
 7 yrs.  8 yrs.  9 yrs.  10 or more yrs.

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

**JUSTIFICATION:**

Ms. Valle brings over 15 yrs of Administrative and Business Development with a demonstrated history of working in civic + social organization industry. Strong community + social services.

*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

10/27/23  
Date