



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEP COUNTY-WIDE DEPARTMENTS

Date: 9.23.2024 Request for Discretionary Step 2

Employee No.: 232254 Department Name: 92nd DC

Position Title: Assistant Court Coordinator (DC) Slot No.: 0004

Dept./Prg.#: 001 Effective Date: 9.23.2024

(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:

Jessica Martinez has extensive experience from Hidalgo County Master Court 1 (Court Coordinator)

and Auxiliary Courts A&B (Court Coordinator) under Judge Luis M. Singleterry.

Please make sure supporting documentation is attached (i.e. certificates, degrees, licenses, etc.) Forms that are submitted without supporting documentation will not be considered.

J. Luis M. Singleterry
Department Head/ Elected Official Signature

9/12/2024
Date