



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEP COUNTY-WIDE DEPARTMENTS

Date: 01/03/2025

Request for Discretionary Step 2

Employee No.: 57541

Department Name: JP 3-1

Position Title: Assistant Court Coordinator

Slot No.: 0003

Dept./Prg.#: 065-001

Effective Date: 01/07/2025

(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.
 7yrs. 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.
 7yrs. 8 yrs. 9 yrs. 10 or more yrs.

Certificates/Licenses: _____

JUSTIFICATION:

Gloria Acevedo has previous experience as a court clerk for three years and a supervisor for two years at a municipal court.

Gloria completed required education requirements through Texas Munical Courts Education Center as a court clerk and supervisor.

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

01/03/2025

 Date