



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEP COUNTY-WIDE DEPARTMENTS

Date: 01/22/2025

Request for Discretionary Step 2

Employee No.: 065641

Department Name: Justice of the Peace Pct 3 Pl 1

Position Title: Clerk IV

Slot No.: 0008

Dept./Prg.#: JP PCT 3 PL 1 / 065

Effective Date: 1/28/25
(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:

28 Employee has prior work experience of 10 + years in clerical setting with law enforcement agencies and school districts. Her prior positions allowed room for advancement to assign more job duties such as training new employees, creating different structures for faster data entry. Her prior work experience and times of employment justifies the request for the discretionary step to be awarded.

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

R. S.
Department Head/ Elected Official Signature

01/22/2025
Date