



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### DISCRETIONARY STEP COUNTY-WIDE DEPARTMENTS

Date: 07/16/2025

**Request for Discretionary Step 2**

Employee No.: 280976

Department Name: Justice of the Peace Pct 3 Pl 1

Position Title: Clerk III

Slot No.: 0008

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

Effective Date: \_\_\_\_\_  
(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: N/A

**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: TCIC/TLETS Certified

**JUSTIFICATION:**

Leeann Garza has prior work experience with municipal courts and operating systems. Her prior positions provided her with experience and knowledge to apply to her current position and is able to perform advanced clerical duties such as data entry into the PSRS system for magistrations completed. Her prior work experience 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

01/16/2025  
Date