



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### DISCRETIONARY STEPS District Attorney

Date: 05/13/2025 Discretionary Step:  Step 2  Step 3  Step 4  Step 5

Employee No. 273104 Department Name: DISTRICT ATTORNEY'S OFFICE

Position Title: ASSISTANT DISTRICT ATTORNEY III Slot No.: 0198

Dept./Prg. #: 080/002 Effective Date: 08/05/2025  
(Next full pay period)

**POSITION REQUIREMENTS:**

Education:  *Juris Doctorate (JD)*  *Other:* \_\_\_\_\_

Experience:  0 years  1 year  3 years  5 years  7 or more years

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

**JUSTIFICATION FOR STEP INCREASE:**

Education:  *Juris Doctorate (JD)*  *Other:* \_\_\_\_\_

Experience:  0 years  1 year  2 years  3 years  4 years  5 or more years

Certificates/Licenses: REASSIGNMENT TO FELONY DIVISION

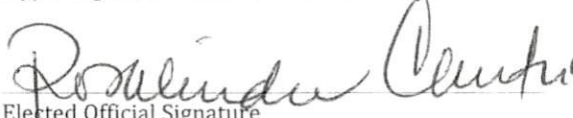
**REQUIREMENTS:**

|   |   |
|---|---|
| <b>Step 2</b> – Exceed minimum by 2 years | <b>Step 4</b> – Exceed minimum by 4 years         |
| <b>Step 3</b> – Exceed minimum by 3 years | <b>Step 5</b> – Exceed minimum by 5 or more years |

**JUSTIFICATION:**

EMPLOYEE WILL BE REASSIGNED TO THE FELONY DIVISION HANDLING A HIGH-VOLUME CASELOAD. STEP INCREASE REQUEST WILL ENSURE FAIRNESS AND CONSISTENCY IN COMPENSATION WITH THE REST OF THE ENTRY LEVEL ASSISTANT DISTRICT ATTORNEY III'S IN ORDER TO COMPLY WITH THE STATUTORY OBLIGATIONS OF THE DA'S OFFICE.

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

  
Elected Official Signature

07/23/2025  
Date



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### DISCRETIONARY STEPS District Attorney

Date: 07/23/2025 Discretionary Step:  Step 2  Step 3  Step 4  Step 5

Employee No. NEW HIRE Department Name: DISTRICT ATTORNEY'S OFFICE

Position Title: ASSISTANT DISTRICT ATTORNEY II Slot No.: 0210

Dept./Prg. #: 080/002 Effective Date: 08/05/2025  
(Next full pay period)

**POSITION REQUIREMENTS:**

Education:  *Juris Doctorate (JD)*  *Other:* \_\_\_\_\_

Experience:  0 years  1 year  3 years  5 years  7 or more years

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

**JUSTIFICATION FOR STEP INCREASE:**

Education:  *Juris Doctorate (JD)*  *Other:* \_\_\_\_\_

Experience:  0 years  1 year  2 years  3 years  4 years  5 or more years

Certificates/Licenses: TX LICENSE DATE: 12/04/2020

**REQUIREMENTS:**

|   |   |
|---|---|
| <b>Step 2</b> - Exceed minimum by 2 years | <b>Step 4</b> - Exceed minimum by 4 years         |
| <b>Step 3</b> - Exceed minimum by 3 years | <b>Step 5</b> - Exceed minimum by 5 or more years |

**JUSTIFICATION:**

NEW HIRE WILL BE ASSIGNED TO THE MISDEMEANOR DIVISION HANDLING A HIGH-VOLUME CASELOAD. STEP INCREASE REQUEST WILL ENSURE FAIRNESS AND CONSISTENCY IN COMPENSATION WITH THE REST OF THE ENTRY LEVEL ASSISTANT DISTRICT ATTORNEYS IN ORDER TO COMPLY WITH THE STATUTORY OBLIGATIONS OF THE DA'S OFFICE.

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

  
Elected Official Signature

07/23/2025

Date