



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEPS District Attorney

Date: 12/23/2025 Discretionary Step: Step 2 Step 3 Step 4 Step 5

Employee No. 276855 Department Name: DISTRICT ATTORNEY'S OFFICE

Position Title: ASSISTANT DISTRICT ATTORNEY III Slot No.: 0039 & 0030

Dept./Prg. #: 080-002/ 080-015 Effective Date: 01/06/2026
(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:	
Step 2 – Exceed minimum by 2 years	Step 4 – Exceed minimum by 4 years
Step 3 – Exceed minimum by 3 years	Step 5 – 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 FELONY ENTRY LEVEL ADA'S III 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

12/23/2025
Date