



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEP COUNTY-WIDE DEPARTMENTS

Date: 07/10/2026

Request for Discretionary Step 2

Employee No.: _____

Department Name: 332nd District Court

Position Title: Bailiff

Slot No.: 60006

Dept./Prg.#: 0006

Effective Date: 7/21/2026

(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: _____

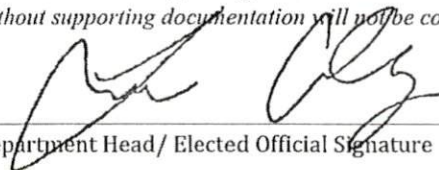
Experience: ☐ 0 yr. ☐ 1 yr. ☐ 2 yrs. ☐ 3 yrs. ☐ 4 yrs. ☐ 5 yrs. ☐ 6 yrs.
☐ 7 yrs. ☐ 8 yrs. ☐ 9 yrs. ☒ 10 or more yrs.

Certificates/Licenses: LTC

JUSTIFICATION:

Mr. Trevino has worked for the probation department for 33 years and has an extensive criminal justice background as well as a bachelor's degree in Criminal Justice. He is proficient in the Court's software, Odyssey, and in the day to day operations of the judicial system. Mr. Trevino's extensive knowledge of the defendants, their criminal history, and their attorneys make him a unique asset to the 332nd District Court and to Hidalgo County.

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

7/10/2026
Date