

ITEM 2

Name: Fabiola Iniguez

Position Applying for: Senior Deputy Court Clerk

Current City Employee: Yes No
 Position/Grade: GS 47
 Original Hire Date: 03/19/12

Date of Examination: November 12, 2014
 Conditional Exam: Yes No N/A

Date of Disqualification: October 22, 2014

Date Appeal Filed: October 24, 2014

Disqualified by:
 Phone E-Mail
 In Person

Was the Appeal Filed in Timely Manner:
 Yes No

Rule or Ordinance Under Which Disqualified:
Rule 5, Section 1(a): The Human Resources Director, subject to appeal to the Commission, will refuse to examine an applicant, or after examination to certify him or her as eligible and will remove his or her name from the eligible list for any of the following reasons, in each case to be fully documented: (a) He is found to lack any of the minimum requirements established in the classification for the position and grade for which he applies.
HR Application Policy: A regular employee may file a written appeal to the Civil Service Commission. The appeal must be filed within three (3) working days on a form prescribed by the Human Resources Director.

Minimum Qualifications	Applicant Qualifications	Deficits
Education A High School diploma or GED.	High School Diploma and some college	None
Experience Five (5) years of experience in the preparation or processing of legal or government records, including two (2) years of experience in court environment	Position Customer Relations Representative Years 2 Months 8	Two (2) year and four (4) months of experience in the preparation or processing of legal or government records.

Comments
 Ms. Iniguez does not meet the minimum qualifications for the position. She is lacking two (2) years and four (4) months of experience in the preparation or processing of legal or government records. Although Ms. Iniguez listed several positions in her application, none indicate the preparation or processing of legal or government records and therefore, she is not qualified for this position.

Non-Qualifying Education/Experience:

Experience:	Position	Years	Months
Leveraged Bilingual Representative		1	10
Customer Service Representative		7	8
Certified Nurse Aide		0	6

Prepared by: Maricruz Shark

Reviewed by: 

Appeal Form

To Whom It May Concern:

I Fabiola Iniguez hereby appeal my Disqualified to take the examination, for: **Examination Title:** Senior Deputy Court Clerk

Date notified of disqualification: 10/22/14

Disqualified Under CIVIL SERVICE RULE (C.S.C.) and/or HUMAN RESOURCES (HR) POLICY:
Check all boxes that are applicable.

Lacks Minimum Qualification – Rule 5.1.(a) <input type="checkbox"/>	Convicted of a felony, or a misdemeanor – Rule 5.1.(b) <input type="checkbox"/>
Human Resources Policy: Dismissed from Public Service <input type="checkbox"/>	Dismissed from City Employment <input type="checkbox"/>
OTHER <input type="checkbox"/> _____ (write specific C.S.C. Rule or HR Policy you are appealing)	

C.S.C. Rule 5.1.(a) Applicant does not meet minimum qualification	YES	NO	N/A
Do you meet the educational requirements as stated in the job specification for this position?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can you provide official proof of Education or other requirements, official transcripts, original or certified copies of diplomas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you meet the minimum required experience as stated in the job specification for this position?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did you list your education and/or experience on your application?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Detail your qualifying experience (use additional paper if necessary)

I have 2 years of experience working in a court environment due to working at Municipal Court. I also have the experience in handling legal records. When I worked both at At&t and Echostar for a total of 9 years, I would sign up customers for new service that required a 2 year contract agreement.

C.S.C. Rule 5.1.(b) Conviction of Felony or Misdemeanor	YES	NO	N/A
Is your conviction job related to the position sought?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will the conviction hinder your ability to perform the duties of this position?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Please detail why your conviction will not affect your job performance. Please submit any supporting documentation regarding this issue.

HR Policy: Dismissed from Public Service
HR Policy: Dismissed from City Employment

Are the circumstances of your dismissal related to the duties of the position being sought?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Please detail the circumstances involving your dismissal from public service. Please provide any supporting documentation regarding this issue.

Other _____ (write specific Rule or HR Policy you are appealing).

Please explain what you are appealing

I feel that I do meet the minimum qualifications due to experience in my current and previous employment.

Name: Fabiola Iniguez

Address:

City/State/Zip

Telephone: 512 450 1111

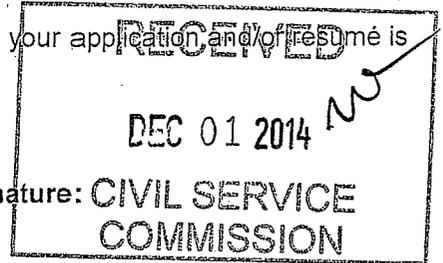
Person ID #: _____)

Stamp

Applicant Signature: Fabiola Iniguez _____

Date: 10/24/14 Received by CSC

Please note: In accordance with the Texas Public Information Act, information from your application and/or resumé is subject to release to the public.



The electronic transmission of this appeal form via e-mail will constitute a signature:

Check signifies electronic signature



CITY OF EL PASO
Established Date: Sep 2, 2006
Revision Date: Jul 29, 2012

Senior Deputy Court Clerk

Class Code:
19150 GS 51

SALARY RANGE

\$14.65 - \$22.57 Hourly
\$1,171.92 - \$1,805.64 Biweekly
\$2,539.15 - \$3,912.22 Monthly
\$30,469.82 - \$46,946.66 Annually

FLSA:

Non-Exempt

MINIMUM QUALIFICATIONS:

Education and Experience: A High School diploma or GED, and five (5) years experience in the preparation or processing of legal or government records, including two (2) years of experience in court environment.

Licenses and Certificates: None.

GENERAL PURPOSE:

Under direction, perform responsible clerical duties related to court operations in maintaining court calendars, docketing and processing court records.

TYPICAL DUTIES:

Maintain court calendars and perform related clerical duties. Involves: Image, Organize and prepare legal documents and administrative details of cases for court proceedings, open and update case files, maintain court calendars by adding, deleting or rescheduling arraignments, trials or special hearings. Review, verify and update court records related to completion of required community service or educational classes or payment arrangements. Set up payment schedules and issue commitments for failure to comply with sentencing requirements. Provide written and oral instructions to defendants regarding the disposition of each citation including community service, deferred adjudication and alcohol/tobacco courses. Receive, date stamp and process incoming actions such as motions, complaints, petitions, appeals, citations, warrants, expunctions, deferrals and or proof of compliance with court orders. Participate in courtroom proceedings by calling defendants to approach the bench, swearing-in juries or witnesses, opening court sessions and maintaining exhibits in correct order. Record trial arrangements and court hearings. Type charges of court for jury trials explaining to jurors the nature of the charges and guidelines for juror findings. Match warrants and commitments to initiate the arrest process for defendants not present in court.

Docket cases for trial and enter the final disposition of the case in the automated case management system. Involves: Review and verify court records to ensure full information including type of violation, arresting officer, correct numbering sequence and attorney. Prepare notations or comments pertaining to docket to include all information not on printed docket. Prepare letters of disposition in response to ORR. Notify DPS of corrections in convictions.

Answer questions and furnish accurate information concerning court matters to defendants, their attorneys, prosecutors, law enforcement personnel and other interested parties including criminal justice or chemical dependency agencies and City inspectors. Involves: Explain court procedures, pre-sentence

activities, notification of remand to community service, substance abuse training or defensive driving and advise of failure to appear in person or by phone. Maintain pending file of defendants who must return to court to furnish additional documentation such as proof of insurance or vehicle registration and issue notifications of final disposition. Notarize complaints, maintain motions and correspondence by verifying the origin and nature of the request and inform judge and prosecutor of the history and current status of the request.

Perform other duties as required. Involves: Perform duties of co-workers or subordinates to ensure continuity of operations during absences. Compile statistics and prepare periodic reports. Prepare routine correspondence.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Application of considerable knowledge of modern office practices and procedures; business English, spelling and legal terminology.
- Application of good knowledge of the criminal justice system, court processes and procedures.
- Application of good knowledge of computer hardware and specialized case management software pertinent to municipal court operations.
- Application of good knowledge of supervisory techniques and customer service/public relations practices and procedures.
- Read and interpret oral, written or legal information to answer questions or solve practical problems.
- Proof, record, extract, organize and summarize data from manual or automated sources; process a high volume of work with attention to detail and established deadlines; prepare and maintain detailed records in an automated environment and in compliance with deadlines.
- Establish and maintain effective working relationships with officials, judges, supervisors, law enforcement officers, attorneys, employees and the general public.
- Clear, concise oral and written communication.
- Skill in the safe operation of common office equipment including personal computers.

OTHER JOB CHARACTERISTICS:

- Subject to recall and working flexible or extended hours including weekends or holidays.

CLASSIFICATION STATUS:

(CC 09/03/06), (HR 07/04/10), (CC 07/29/12)

As provided under Classification and Compensation Ordinance 8064, Section 2.2, General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical requirements shown may be more specifically defined by additional job analysis. Equivalencies for education or experience shown may be more specifically defined by CSC approved guidelines.

11120-1014 - Senior Deputy Court Clerk

Contact Information -- Person ID:

Name: Fabiola Iniguez Address:
 Home Phone: Alternate Phone:
 Email: Former Last Name:
 Month and Day of Birth:

Personal Information

Driver's License: Yes, Texas, Class C
 Can you, after employment, submit proof of your legal right to work in the United States? Yes
 What is your highest level of education? Some College

Preferences

Preferred Salary: \$13.00 per hour;
 Are you willing to relocate?
 Types of positions you will accept: Regular
 Types of work you will accept: Full Time
 Types of shifts you will accept: Day

Objective

Enhance my knowledge in different work areas to become a more well rounded employee.

Education

High School Did you graduate: Yes
 Maxine L Silva Health Magnet Highest Level Completed: 12
 8/1996 - 5/2000 Did you receive a GED? No
 El Paso, Texas Degree Received: High School Diploma

College Did you graduate: No
 El Paso Community College College Major/Minor: Education
 [Unspecified Start] - [Unspecified End] Units Completed: 55 Semester
 El Paso, Texas Degree Received: Associate's

College Did you graduate: No
 University of Texas at El Paso College Major/Minor: Education
 utep.gov Units Completed: 6 Semester
 [Unspecified Start] - [Unspecified End] Degree Received: Bachelor's
 El Paso, Texas

Work Experience

Customer Relations Representative Hours worked per week: 40
 3/2012 - Present Monthly Salary: \$2,070.00
 # of Employees Supervised: 0
 City of El Paso Municipal Court Name of Supervisor: Juan Cervantes - Revenue Supervisor
 May we contact this employer? Yes

Duties

Assist defendants with citation information and collection of fees in both English and Spanish
 Cash Handling and setup payment plans for defendants
 Help with vehicle registration release forms for Scofflaw accounts
 Assist with warrants and impounds on vehicles
 Data entry of citations into system as well as logging and filing paperwork
 Monthly County Scofflaw Report

Leveraged Bilingual Representative

5/2010 - 3/2012

AT&T

Hours worked per week: 40

Monthly Salary: \$2,400.00

Name of Supervisor: Salvador Magana - Sales Manager

May we contact this employer? Yes

Duties

Assist customers in both English and Spanish with changes to phone and internet services.
 Retain customers by providing solutions to account services.
 Sell all At&t services, meet the monthly quota for sales.

Reason for Leaving

Better job opportunity

Customer Service Representative

6/2002 - 2/2010

Echostar

Hours worked per week: 40

Monthly Salary: \$2,000.00

Name of Supervisor: Andres Melendez - Floor Supervisor

May we contact this employer? Yes

Duties

Assist customers in both English and Spanish with changes to phone and internet services.
 Retain customers by providing solutions to account services.
 Sell all Dishnetwork services.

Reason for Leaving

Better Job Opportunity

Certified Nurse Aide

1/2002 - 7/2002

Desert Springs Alzheimers Unit

Hours worked per week: 20

Monthly Salary: \$560.00

Name of Supervisor: Janie Zermenon - Registered Nurse

May we contact this employer? Yes

Duties

Assist residents with daily living activities including feeding and hygiene routines.
 Assist residents with Alzheimer's to continue with daily activities.
 Assist nurse with medication administration.

Reason for Leaving

Better Job Opportunity

Certificates and Licenses

Skills

Office Skills

Typing: 45

Data Entry: 0

Languages

Spanish - Speak, Read, Write

Additional Information

References

Professional

Cervantes, Juan

Revenue Processing Supervisor

Professional

Prine, Laura

Customer Service Business Assistant Manager

Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
Fabiola Resume.pdf	Fabiola Resume.pdf	Resume	Job Seeker



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources
Subject: Application Policy
Creation Date: October 18, 2011
Revision Date: August 5, 2013
Prepared By: Human Resources Department
Approved By: City Manager
Legal Review: Elizabeth Ruhmann

DESCRIPTION: APPLICATIONS AND APPEALS

I. POLICY:

It is the City's policy to allow all interested job seekers to apply for available positions and to provide a method for appealing a disqualification determination, pursuant to the procedures set forth in this policy.

II. PROCEDURES:

A. Acceptance of Applications:

1. The Human Resources Director or designee will establish a filing period to accept applications for a particular position.
 - a) All job seekers must complete an application for a particular position through the City's online application system.
 - b) A filing period with a specific closing date may be established for a job posting.
 - c) When the need exists for a limited number of applicants, the filing period will only remain open until an adequate number of applications have been received.
 - d) When necessary to fill positions for which there is a constant need for qualified applicants, or for hard to fill positions, the Human Resources Director may establish an open filing period and accept applications for employment on a continuous basis until all anticipated vacancies are filled, or the need for accepting and processing of applications no longer exists.

B. Review of Applications:

1. **Human Resources Director:** As required, the Human Resources Director or designee will review applications and identify candidates based solely on qualifications.

The Human Resources Director will permit education to substitute for experience as stated in the Equivalency Guidelines. Experience will be counted from the first day of entry into a qualifying job, to the day of the first component of the examination for which they have applied.

2. **Hiring Official:** When requested and as appropriate, applications may be referred to the hiring official to pre-screen.

C. Disqualification:

1. The Human Resources Director will refuse to examine an applicant, or after examination refuse to certify the applicant as eligible and will remove the name from the eligible list, for any of the following reasons, in each case to be fully documented:

- a) **Lacks Minimum Qualifications:** the applicant lacks the minimum qualifications established in the classification for the position;

- (1) Applicants lacking three (3) months or less of the required job related work experience at the time of list promulgation may be placed on the eligible list. However, applicants lacking the required experience will not be certified for appointment until after it is determined by the Human Resources Director that they have met the minimum experience required. Applicants may be asked to provide additional details concerning current or past work experience.

- b) **Felony Convictions:** the applicant has been convicted of a felony or a misdemeanor within seven (7) years from date of conviction, end of parole, or release from prison, which is determined to be job-related to the position sought; or

- c) **Dismissed from Public Service:** the applicant has been dismissed from public service (to include City employment) for delinquency or misconduct, which is determined to be job-related to the position sought.

D. False Statement on Application:

1. Any false statement knowingly made by an applicant in an application for admission to an examination or any other fraudulent conduct related to the application process will cause the Human Resources Director to:
 - a) Exclude the applicant from such examination;
 - b) Remove the applicant's name from any eligible list;
 - c) Remove the applicant permanently from the position if the applicant has secured appointment from such examination; and/or
 - d) Exclude the applicant from consideration for any City position for a period of two (2) years from the date the falsified application was submitted or discovered, whichever is later.

E. Appeals from Disqualification:

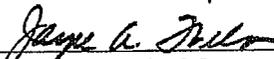
1. Appeals for disqualification from taking an examination, or from not being certified after examination, or from being removed from an eligible list, may be submitted as follows:
 - a) **Regular Employee:** A regular employee may file a written appeal to the Civil Service Commission. The appeal must be filed within three (3) working days on a form prescribed by the Human Resources Director. The three (3) working days period begins the date the notice was emailed. Late appeals will not be accepted.
 - b) **Original Applicant:** Original applicants who are not regular employees may file a written appeal to the Human Resources Director. The appeal must be filed within three (3) working days on a form prescribed by the Human Resources Director. The three (3) working days period begins the date the notice was emailed. Late appeals will not be accepted.
 - c) **Appeal Form:** Applicants may obtain an appeal form by visiting the Human Resources Department website or office.

- d) **Timeline:** Untimely appeals will not be accepted. If the employee or applicant fails to update their contact information or respond within the timelines set, no further action will be taken.
- e) **Administrative Dismissal:** If the examination is held before the appeal is reviewed, the Human Resources Director may allow the applicant to take the examination pending the disposition of the appeal. If the applicant fails to achieve a passing grade on the examination, the appeal shall be administratively dismissed.

F. **Application Retention and Reuse:** Applications and/or supporting documentation filed with the City will become the property of the City. Applications for one examination will not be used for any other or later examinations.

G. **Contact Information:** An applicant may update contact information by logging into their Personal Account Profile. All applicants have the responsibility to update their Personal Account Profile through the City's online application system with any changes in their contact information.

APPROVED BY:



Joyce Wilson, City Manager

8/6/13
Date