

DATE: June 9, 2008

TO: City Clerk

FROM: Representative Melina Castro

ADDRESS 2 Civic Center Plaza, 10th Floor TELEPHONE 915-541-4400

Please place the following item on the (Check one): CONSENT XXX REGULAR _____

Agenda for the Council Meeting of June 17, 2008

Appointment of Margaret J. Kirk to the City-County Animal Shelter Advisory Committee by
Item should read as follows: Representative Melina Castro, District 4.

SPECIAL INSTRUCTIONS: _____

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: City-County Animal Shelter Advisory Committee

NOMINATED BY: Representative Melina Castro DISTRICT: 4

NAME OF APPOINTEE Margaret J. Kirk
(Please verify correct spelling of name)

BUSINESS ADDRESS: 6006 N. Mesa, Suite 806

CITY: El Paso ST: TX ZIP: 79912 PHONE: 915-584-3773

HOME ADDRESS: _____

CITY: El Paso ST: TX ZIP: 79932 PHONE: _____

WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?

NAME OF INCUMBENT: Amanda Burns

EXPIRATION DATE OF INCUMBENT: 05/08/2008

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: XX
RESIGNED _____
REMOVED _____

DATE OF APPOINTMENT: 06/17/2008

EXPIRATION DATE OF NEW APPOINTEE: 06/17/2010

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: XX

2nd TERM: _____

UNEXPIRED TERM: _____

APPLICATION
FOR
BOARDS AND COMMISSIONS
CITY OF EL PASO

Name Margaret J (Peggy) Kirk District _____

Home Address _____

_____ EP 79932 Home Phone _____

Business Address 6006 N. Mesa Ste 806

_____ EP 79912 Business Phone 584-3773

Length of Residency in the City of El Paso 26 yrs Date of Birth _____

Educational Background Please see attached resume

Employment Background _____ u

Volunteerism, Organizations, Community Service, Special Qualifications _____ n

References (Name and Phone Number): Curtis Lyman, MD
Nick Silva Mark Cox DVM

Commissions and Boards in which you are particularly interested City-County
Animal Shelter Advisory Board

Signature Margaret J Kirk

Date 5-31-08

MARGARET J. KIRK, CLAS

Peggykirk@aol.com

Personal Data:

Birthdate: December 30, 1947
Married: January 27, 1968, E.P. Bud Kirk, Ph.D., J.D.
Children: Andrea J. Niederkorn, M.E.E., M.Ed., 38
John D. Kirk, M.B.A., 32

Education:

Leilehua H.S., Wahiawa, HI, graduated 1965
Chaminade College, Honolulu, HI, 1965
University of Hawaii, Honolulu, HI, 1966
Texas Western College (UTEP), El Paso, TX, 1966
Mesa College, San Diego, CA, 1967-8
Texas Tech University, Lubbock, TX 1977-80
La Salle University, Mandeville, LA, 1995 B.S. Paralegal Studies
Almeda University, Boise, Idaho, 2007, M.A. Legal Studies

Other Education:

Paralegal Certificate Program, UTEP, 1989
Annual CLE Seminars, Bankruptcy, State Bar of Texas,
1986-present
Taxation and Revenue Seminar, NM, 1994
UT Law School Seminar on Bankruptcy 1991, 2004
Alternative Dispute Resolution Certificate Program,
Texas A & M University, 2003
Criminal Law, Center for Legal Studies, 2003
Constitutional Law, Center for Legal Studies, 2003
Legal Investigation Certificate, UTEP, 2004

Avian Biology, Physiology, and Anatomy, Cornell
University Lab of Ornithology, 1996, 2002
Parasitology, Histology, Necropsy Labs, Arizona Fish &
Game, 1996-8
Viral and Bacterial Disease Seminars, Arizona Fish & Game, 1996-8

Current Professional Licenses and Certificates:

Certified Legal Assistant, National Association of Legal
Assistants, 1990
Certified Civil Litigation Specialist, NALA, 1990
Certified Bankruptcy Specialist, NALA, 1992
Certified Alternative Dispute Resolution Specialist, NALA 2008
Alternative Dispute Resolution Certificate, 2003
Legal Investigation Certificate, 2004

Certified Wildlife Rehabilitator, International Wildlife

Rehabilitation Council, 1996
Permitted Rehabilitator, U.S. Fish & Game, 1996-present
Permitted Rehabilitator, Texas Fish & Game, 1996-present

Employment:

1968-72 Engraver, San Diego, CA
1972-73 Accounting Clerk, California Instruments, San Diego, CA
1973-82 Accounting Clerk, P.H. Pappas, M.D., Lubbock, TX
1982-84 Technical Illustrator, El Paso, TX
1978-96 Commissioned Artist
1982-P Paralegal, E.P. Bud Kirk, Attorney at Law, El Paso,
TX
1996-P Instructor, Paralegal Certificate Program, Center for
Legal Studies/UTEP, El Paso, TX
2000-P Instructor/Paralegal Certificate Program, Center for
Legal Studies, On-line
2001-P Instructor, Bankruptcy, Advanced Legal Research, Business Law,
Alternative Dispute Resolution, Center for Legal Studies,
On-line
2004-P Instructor, Legal Investigation Course, CLS/UTEP, El Paso, TX
2004-P Instructor, Legal Nurse Certificate Course, CLS/UTEP, El Paso,
TX

Organizations:

National Association of Legal Assistants
El Paso Association of Legal Assistants
Border Bankruptcy Bar Association
El Paso Bar Association
Legal Assistants Division, State Bar of Texas

Eastern Star

International Wildlife Rehabilitation Council
Little Wings Rescue, Inc., President, Director

Other Activities:

Proctor for CLA examinations 1994-96, 2002
Panelist, curriculum-paralegal studies program, El Paso
Community College 1995
Technical Editor, Paralegal Career for Dummies, Scott and Lisa Hatch,
John Wiley & Sons, 2006.
Wrote courses in Advanced Legal Research and Bankruptcy for Paralegals
for the Center for Legal Studies, 2002; Ethics for the Paralegal,
2008.

Instructor, seminars on migratory songbird rehabilitation, avian
diseases, 1998-P

Author, Who is going to Feed Us? An Avian Rehabilitation
Manual, ISBN 0-9661661-8-3, 2001