

DATE: March 11, 2015

TO: City Clerk

FROM: Representative Claudia Ordaz, District 6

ADDRESS: 300 N. Campbell TELEPHONE 915-212-0006

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

Agenda for the Council Meeting of March 17, 2015
Appointment of James Montoya to the AD HOC Charter Advisory Committee by Representative
Item should read as follows: Claudia Ordaz, District 6.

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: AD HOC Charter Advisory Committee

NOMINATED BY: Claudia Ordaz DISTRICT: Six

NAME OF APPOINTEE James Montoya
(Please verify correct spelling of name)

E-MAIL ADDRESS: _____

BUSINESS ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____ PHONE: _____

HOME ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____ PHONE: _____

DOES THE PROPOSED APPOINTEE HAVE A RELATIVE WORKING FOR THE CITY? YES: ___ NO X

IF SO, PLEASE PROVIDE HIS OR HER NAME, CITY POSITION AND RELATIONSHIP TO THE PROPOSED APPOINTEE: _____

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

NAME OF INCUMBENT: N/A

EXPIRATION DATE OF INCUMBENT: _____

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

DATE OF APPOINTMENT: 03/17/2015

TERM BEGINS ON : 03/17/2015

EXPIRATION DATE OF NEW APPOINTEE: After June 2, but no later August 16

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: X
2nd TERM: _____
UNEXPIRED TERM: _____

James Montoya

WORK EXPERIENCE

El Paso County District Attorney's Office

El Paso, TX

Assistant District Attorney

November 2013 – Present

- Assigned to Special Crimes Unit responsible for vertical prosecution of all homicide cases in El Paso County from indictment to final disposition, including jury trial
- Currently handling caseload of 23 first-degree or capital felonies, including one case in which the State of Texas is seeking the death penalty
- Provide assistance and training to the El Paso Police Department and El Paso County Sheriff's Office in investigating and working up criminal cases
- Conduct all steps of trial and case management, including presenting cases to grand jury for indictment, conducting legal research, complying with discovery obligations, responding to defense motions, keeping victims' family members informed of the court process, and ultimately, trying the case to a jury

U.S. Department of State, Bureau of Administration

Washington, DC

Classified Information Analyst

September 2008 – May 2013

- Granted Top Secret security clearance
- Inspected records, cables, and other classified information to ensure that the information was correctly classified and marked pursuant to Executive Order 13256 and Department guidelines
- Prepared annual audits regarding the Department's classification activities, including number of individuals with classification authority and classification decisions made
- Responded to inquiries from throughout the Department regarding the interpretation and implementation of the Executive Order, the Foreign Affairs Manual, and Department guidelines
- Drafted memoranda for Department leadership regarding classified information management, including a memorandum for the Secretary of State that consolidated and streamlined the number of persons allowed to classify information
- Processed manuscripts and articles authored by former Department employees or researchers prior to publication to ensure that their manuscripts do not contain classified information

EDUCATION

The George Washington University Law School

Washington, DC

J.D.

August 2010 – May 2013

- GPA – 3.458
- Thurgood Marshall Scholar – Fall 2010, Fall 2011, Spring 2011, Fall 2012
- President, Criminal Law Society
- Secretary, Hispanic Law Student Association

The George Washington University

Washington, DC

B.A., *magna cum laude* in Political Science

August 2007 – May 2010

VOLUNTEER WORK

- Attorney Coach, Americas High School Mock Trial Team
- Commissioner, El Paso County Emergency Services District #1