

**CITY OF EL PASO, TEXAS**  
**AGENDA ITEM**  
**DEPARTMENT HEAD'S SUMMARY FORM**

**DEPARTMENT:** Municipal Clerk

**AGENDA DATE:** September 14, 2015

**CONTACT PERSON NAME AND PHONE NUMBER:** Richarda Duffy Momsen, (915) 212-0049

**DISTRICT(S) AFFECTED:** ALL

**SUBJECT:**

**APPROVE** a resolution / ordinance / lease to do what? **OR AUTHORIZE** the City Manager to do what? Be descriptive of what we want Council to approve. Include \$ amount if applicable.

Appointments and reappointments of part-time Associate Municipal Court Judges.

**BACKGROUND / DISCUSSION:**

Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action? What are the citizen concerns?

Council will appoint and reappointment candidates to serve as part-time Associate Municipal Court Judges. Ordinance 16274 provides for the selection process. Associate Municipal Court Judges serve at trial when the Municipal Court Judges are on leave and serve as weekend and weeknight Magistrates. They serve on an on-call basis, part-time, as scheduled. Two Associate Judges serve full-time as Northeast Day Magistrate handling arraignments, in person and by video, and as full-time Night Magistrate Sunday through Thursday.

**PRIOR COUNCIL ACTION:**

**Has the Council previously considered this item or a closely related one?**

Yes, it is City Council who appoints part-time Associate Municipal Court Judges when a vacancy occurs, in accordance with Ordinance 16274 and the City Charter.

**AMOUNT AND SOURCE OF FUNDING:**

**How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?**

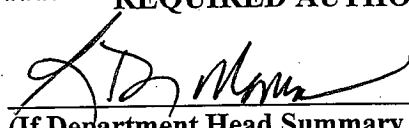
Department ID: 111 (Municipal Clerk)  
Fund: 1000 (General Fund)  
Division 11060 (Judiciary)  
Account: 501000 (Salaries-Judiciary)

**BOARD / COMMISSION ACTION:**

Enter appropriate comments or N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:**



(If Department Head Summary Form is initiated by Purchasing, client department should sign also)



<b>0715 - Associate Municipal Judge</b>	
<b>Contact Information -- Person ID: 14691040</b>	
Name: Jeff S Alder	Address: [Redacted]
Home Phone: [Redacted]	Alternate Phone: [Redacted]
Email: [Redacted]	Former Last Name:
Month and Day of Birth: 01/12	
<b>Personal Information</b>	
Driver's License:	No Texas
Can you, after employment, submit proof of your legal right to work in the United States?	Yes
What is your highest level of education?	Doctorate
<b>Preferences</b>	
Preferred Salary:	
Are you willing to relocate?	No
Types of positions you will accept:	Temporary
Types of work you will accept:	Per Diem
Types of shifts you will accept:	On Call (as needed)
<b>Objective</b>	
I am applying for temporary part time municipal judge position.	
<b>Education</b>	
<b>Professional</b> Baylor Law School 9/1973 - 11/1975 Waco, Texas	Did you graduate: Yes College Major/Minor: Law Degree Received: Professional
<b>Work Experience</b>	
<b>Attorney</b> 12/2011 - Present	Hours worked per week: 40 Monthly Salary: \$4,000.00 # of Employees Supervised: 0 May we contact this employer? Yes
Self P.O. Box 220293 El Paso, Texas 79913 915-525-7646	
<b>Duties</b>	
Solo law practice.	
<b>Reason for Leaving</b>	
Have not left.	
<b>Certificates and Licenses</b>	
Type: Law License	
Number: 01016500	
Issued by: Supreme Court of Texas	
Date Issued: 5 /1976 Date Expires:	
<b>Skills</b>	
Office Skills	

Typing:  
Data Entry:

**Other Skills**

Jeff Allder Expert - 39 years and 4 months

**Additional Information**

**Honors & Awards**

Attorney General of Texas Regional Child Support Attorney of the Year 2008

**References**

Personal

**Blair, Bruce**

Dr.

[Redacted] La Ridge

**Resume**

**Text Resume**

**Attachments**

<b>0715 - Associate Municipal Judge</b>	
<b>Contact Information -- Person ID: 12207874</b>	
Name: DANIEL AVELAR	Address: [REDACTED]
Home Phone: [REDACTED]	Alternate Phone: [REDACTED]
Email: [REDACTED]	Former Last Name:
Month and Day of Birth: 03/07	
<b>Personal Information</b>	
Driver's License:	No Texas , 09643444 , 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?	Doctorate
<b>Preferences</b>	
Preferred Salary:	
Are you willing to relocate?	
Types of positions you will accept:	
Types of work you will accept:	
Types of shifts you will accept:	
<b>Objective</b>	
<b>Education</b>	
<b>Professional</b> Texas Tech University School of Law 8/2001 - 5/2004 Lubbock, Texas	Did you graduate: Yes College Major/Minor: Degree Received: Professional
<b>College</b> University of Texas at El Paso 1/1996 - 5/2001 El Paso, Texas	Did you graduate: Yes College Major/Minor: Political Science Degree Received: Bachelor's
<b>Work Experience</b>	
<b>Owner/Attorney</b> 7/2010 - Present  Law Office of Daniel Avelar 1013 E. San Antonio El Paso, Texas 79901 915-861-5526	Hours worked per week: 40 Monthly Salary: \$0.00 May we contact this employer? Yes
<b>Duties</b> Practice primarily criminal defense, construction litigation and civil litigation.	
<b>Associate Attorney</b> 7/2009 - 7/2010  Hicks & Llamas, PC 124 W. Castellano El Paso, Texas 79912	Hours worked per week: 50 Monthly Salary: \$0.00 May we contact this employer? Yes

915-834-8400

**Duties**

Practice civil litigation defense with emphasis on medical malpractice.

**also assist**

7/2006-7/2009

Hours worked per week: 40

Monthly Salary: \$0.00

May we contact this employer? Yes

Mendel Blumenfeld, LLP  
 5809 Acacia Circle  
 El Paso, Texas 79912  
 915-587-7878

**Duties**

in corporate matters such as entity formation, shareholder agreements and contract review.

**Certificates and Licenses**

**Skills**

Office Skills

Typing:

Data Entry:

Languages

Spanish - Speak, Read, Write

**Additional Information**

Professional Associations

Research and Education Association

**References**

**Resume**

Text Resume

**Attachments**

Attachment	File Name	File Type	Created By
RESUME.doc	RESUME.doc	Resume	Job Seeker

# DANIEL AVELAR

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## Education

### **Texas Tech University School of Law**

Doctor of Jurisprudence - *May 2004*

Board of Editors, Texas Tech Journal of Texas Administrative Law

Presidential Scholarship Recipient (Full Scholarship)

Intern-Chief Justice Richard Barajas, Eighth Court of Appeals

### **University of Texas at El Paso**

Bachelor of Arts, Political Science - *May 2001*

Law School Preparation Institute-with Honors-*August 2000*

Dean's List-*Fall 2000, Spring 2000*

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## Bar Admissions

**Texas 2006**

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## Work Experience

### **Law Office of Daniel Avelar**

*July 2010-Present*

Practice primarily criminal defense and civil litigation.

### **Hicks & Llamas, PC**

*July 2009-July 2010*

Practice civil litigation defense with emphasis on medical malpractice.

### **Mendel Blumenfeld, LLP**

*July 2006-July 2009*

Practice transactional and corporate law; also assist in employment and commercial litigation.

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## Published Works

### **Research and Education Association**

*LSAT Logic Games*

Co-author book focusing on analytical reasoning to improve LSAT scores.

**0715 - Associate Municipal Judge****Contact Information -- Person ID: 8487220**

Name: Marina Chavez Address: [REDACTED]  
 Home Phone: [REDACTED] Alternate Phone: [REDACTED]  
 Email: [REDACTED] Former Last Name:  
 Month and Day of Birth: [REDACTED]

**Personal Information**

Driver's License: Yes, Texas , 09099754 , 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? Doctorate

**Preferences**

Preferred Salary:  
 Are you willing to relocate? No  
 Types of positions you will accept: Regular , Temporary  
 Types of work you will accept: Full Time , Part Time  
 Types of shifts you will accept: Day , Evening , Night , Rotating , Weekends , On Call (as needed)

**Objective****Education**

**Graduate School** Did you graduate: Yes  
*St. Mary's School of Law* College Major/Minor: Jurisdoctor  
 8/1995 - 5/1998 Degree Received: Doctorate  
 San Antonio, Texas

**College** Did you graduate: Yes  
*University of Texas at El Paso* College Major/Minor: Accounting  
 8/1990 - 5/1995 Units Completed: 10 Semester  
 El Paso, Texas Degree Received: Bachelor's

**Work Experience**

**Owner** Hours worked per week: 40  
 5/2014 - 8/2015 Monthly Salary: \$2,500.00  
 # of Employees Supervised: 0  
 Law Office of Marina Chavez-Soto May we contact this employer? Yes  
 www.divorce915.com  
 7921 North Loop Ste. E  
 El Paso, Texas 79915  
 9152425582

**Duties**

Owner and attorney of the Law Office of Marina Chavez-Soto. Handles cases involving primarily Family Law matters, class C misdemeanors, Simple wills, criminal cases

**Reason for Leaving**

Still working

**Managing Assistant Attorney** Hours worked per week: 40  
**General** Monthly Salary: \$6,200.00  
 6/2012 - 3/2014 # of Employees Supervised: 28  
 Name of Supervisor: Debra Morgan - Senior Regional Attorney

Office of the Attorney General  
6040 Hiller  
El Paso, Texas 79925  
915-782-4992

May we contact this employer? Yes

**Duties**

Represent the State of Texas in the establishment and enforcement of child support obligations.  
Manage the legal process and day to day operations of Office 810 in El Paso, Texas.

**Reason for Leaving**

Still working in this position.

**Associate Municipal Court Judge**

1/2012 - 6/2012

City of El Paso  
300 N. Campbell  
El Paso, Texas 79901

Hours worked per week: 10

Monthly Salary: \$2,000.00

# of Employees Supervised: 1

Name of Supervisor: Daniel Robledo - Presiding Municipal  
Court Judge

May we contact this employer? Yes

**Duties**

Presided as substitute judge for elected judges as needed.

**Reason for Leaving**

Hired by Office of the Attorney General

**Owner**

6/1999 - 1/2012

Law Office of Marina Chavez  
P.O. Box 71116  
El Paso, Texas 79917  
(915) 838-7600

Hours worked per week: 55

Monthly Salary: \$5,000.00

# of Employees Supervised: 1

Name of Supervisor: None - None

May we contact this employer? Yes

**Duties**

Represented clients in private practice consisting of criminal law both federal and in the state jurisdiction, family law, children welfare law, and probate.  
Court appearances in all jurisdictions including municipal court, state court, federal court and courts of appeal.  
Managed a small private practice.

**Reason for Leaving**

Hired by Office of the Attorney General

**Part-Time Prosecutor**

12/2002 - 1/2005

City of El Paso  
2 Civic Center Plaza  
El Paso, Texas 79901  
(915) 541-4000

Hours worked per week: 15

Monthly Salary: \$0.00

Name of Supervisor: Al Avila

May we contact this employer? Yes

**Duties**

Represented the City of el Paso in prosecution of misdemeanor cases.

**Reason for Leaving**

Position was eliminated

**Assistant County Attorney**

6/1998 - 6/1999

El Paso County Attorney's Office  
500 E. San Antonio  
El Paso, Texas 79901  
(915) 546-2050

Hours worked per week: 40

Monthly Salary: \$3,500.00

# of Employees Supervised: 1

Name of Supervisor: Jose Gonzalez - Supervising Attorney

May we contact this employer? Yes



**Duties**

Represented the Texas Department of Family and Protective Service in cases involving child abuse and neglect

**Reason for Leaving**

Opening private practice

**Student Accountant**

1/1992 - 5/1995

Hours worked per week: 20

Monthly Salary: \$0.00

May we contact this employer? No

El Paso Natural Gas

El Paso, Texas

**Duties**

Prepared retirement of fixed assets.

**Reason for Leaving**

Left so that I could continue my education in law school.

**Certificates and Licenses**

Type: State Bar of Texas

Number: 24005286

Issued by: State Bar of Texas

Date Issued: 5 /1998 Date Expires: 6 /2020

**Skills**

Office Skills

Typing:

Data Entry:

Languages

Spanish - Speak, Read, Write

**Additional Information**

Interests & Activities

Reading, writing, singing

Professional Memberships

Member of the State Bar of Texas

Admitted to practice in the Western District of Texas

**References**

Professional  
**Melendez, Alex**  
Attorney

[REDACTED]  
El Paso, Texas 79901  
[REDACTED]

Professional  
**Gabaldon, Oscar**  
Assistant City Attorney  
El Paso, Texas 79901  
[REDACTED]

Professional  
**Ramirez, Maria**

Municipal Court Judge

[REDACTED]  
El Paso, Texas 79901

**Resume**

**Text Resume**

**Attachments**

**CHERYL S. DAVIS**  
*The Law Offices of Cheryl S. Davis, P.C.*

**EDUCATION and LICENCES**

Licensed in New Mexico, 2000.

Licensed in Texas, 1997.

Texas Tech School of Law; JD, 1997.

University of Texas at El Paso, Bachelor of Science in Criminal Justice, 1994.

Southwestern Paralegal Institute, Certificate of Completion, Paralegal Studies, 1987.

**LEGAL EXPERIENCE**

**The Law Offices of Cheryl S. Davis, P.C.**

**f/k/a Leslie & Lay, P.C.**

Attorneys at Law

1522 Montana, Suite 103

El Paso, TX 79902

(915) 565-9000

Managing Partner. August 1999 to present. Practice focus mainly on consumer bankruptcy law including negotiating with creditors, preparing budgets, adversary trial litigation, and drafting pleadings, to include writing and arguing appellate brief at the 5<sup>th</sup> Circuit Court of Appeals. Have represented both creditors and debtors and also have acted as attorney for the Trustee. Board Certified in Texas in Consumer Bankruptcy Law. Representation of Defendants in Federal misdemeanors as well.

**City of El Paso**

2 Civic Center Plaza

El Paso, TX 79901

(915) 546-2901

Associate Municipal Court Judge from August 2002 to December 2006 and from June 2008 to present. Full time Magistrate from January 2007 to June 2008. Appointed to preside over Temporary Court from January 1 to December 31, 2012 in order to assist in clearing case docket.

**El Paso Community College**

919 Hunter Drive

El Paso, TX 79915

(915) 831-2000

Instructor - Legal Research and Writing, Wills and Probate. 1998-2002

**Eighth Court of Appeals**

500 E. San Antonio, 12<sup>th</sup> Floor  
El Paso, TX 79901

(915) 546-2400

Law Clerk for Justice Ann C. McClure. September 1997 to August 1999. Extensive legal research for appeals on both civil and criminal matters; draft opinions for publication.

**Southern New Mexico Legal Services**

300 N. Downtown Mall  
Las Cruces, NM 88001

(575) 541-4800

Intern assisting in the representation of migrant farm workers to ensure fair labor practices, wages and safe working environment in fields. Assisted in managing clientele of satellite office. Summer of 1996.

**ACTIVITIES AND ORGANIZATIONS**

**El Paso Bar Association** - Board of Directors 2008-2011

**Federal Bar Association** - Treasurer 2008-2010

**El Paso Women's Bar Association** - Vice-President 1999-2000.

**Texas Bar Association** - Member.

**New Mexico Bar Association** - Member.

**El Paso Border Bankruptcy Bar** - Member; President, 2010-2011, 2001-2002; V-President 2000-2001; Treasurer 1999-2000.

**College of the State Bar** - Member.

**St. Mark's Methodist Church** - International Missions Team Member.

**St. Mark's Methodist School** - School Board member, 2004-2005. Board of Trustees 2007-2010.

**El Paso Amigo Airsho** - Board of Directors, 2003 to 2006; legal counsel 2003 to 2009.

**0715 - Associate Municipal Judge**

**Contact Information -- Person ID: 25342736**

Name: Penny J Hamilton Address: [REDACTED]

Home Phone: [REDACTED] Alternate Phone: [REDACTED]

Email: [REDACTED] Former Last Name: [REDACTED]

Month and Day of Birth: [REDACTED]

**Personal Information**

Driver's License: Yes, Texas , 07877347

Can you, after employment, submit proof of your legal right to work in the United States? Yes

What is your highest level of education? Doctorate

**Preferences**

Preferred Salary:

Are you willing to relocate? No

Types of positions you will accept: Regular

Types of work you will accept: Full Time , Part Time

Types of shifts you will accept: Day , Evening , Night , Rotating , Weekends , On Call (as needed)

**Objective**

**Education**

**Graduate School**  
*Northwestern School of Law at Lewis and Clark*  
 8/1992 - 5/1995  
 Portland, Oregon

Did you graduate: Yes  
 College Major/Minor: Law  
 Degree Received: Doctorate

**Work Experience**

**Trial Team Chief**  
 11/1995 - 1/2015

34th Judicial District Attorney's Office  
 500 E. San Antonio Rm. 201  
 El Paso, Texas 79901  
 915 546-2059

Hours worked per week: 40  
 Monthly Salary: \$8,000.00  
 # of Employees Supervised: 4  
 Name of Supervisor: Lori Hughes - Division Chief  
 May we contact this employer? Yes

**Duties**

Review Criminal cases for criminal prosecution, take criminal cases to trial, represent the State of Texas in all criminal matters

**Reason for Leaving**

Retired

**Certificates and Licenses**

Type: Attorney and Counselor at Law  
 Number: 00793887  
 Issued by: Texas State Bar  
 Date Issued: 11 /1995 Date Expires: 1 /2016

**Skills**

Office Skills

Typing:  
Data Entry:

### Additional Information

Professional Memberships

Texas State Bar  
El Paso Bar Association

### References

Professional  
**Esparza, Jaime**  
District Attorney 34th Judicial District  
500 E. San Antonio Rm 201  
El Paso, Texas 79901  
546-2059

### Resume

#### Text Resume

### Attachments

Attachment	File Name	File Type	Created By
RESUME 2015.doc	RESUME 2015.doc	Resume	Job Seeker
Cover Letter.doc	Cover Letter.doc	Cover Letter	Job Seeker

August 6, 2015

City of El Paso  
Human Resources Department

To Whom it may Concern,

Please accept my application, resume and cover letter in consideration for the position of Associate Municipal Court Judge. I am licensed attorney with the State of Texas and recently retired from the District Attorney's office after 20 years of service.

I have 20 years experience in criminal law which includes over 100 criminal trials. I am willing to work either full or part time including after hours, weekends and holidays.

Thank you for your consideration.

Penny Hamilton

A large blacked-out redaction covering the signature and any contact information that might have been present.

**PENNY J. HAMILTON  
RESUME**

Home address:



**EDUCATION**

- NORTHWESTERN SCHOOL OF LAW AT LEWIS & CLARK      Portland, OR  
   JURIS DOCTORATE      1995
- UNIVERSITY OF TEXAS EL PASO      El Paso, TX  
   B.A. PSYCHOLOGY, HONORS GRADUATE      1991

**CERTIFICATIONS**

- CLINICAL LABORATORY TECHNOLOGIST (1977)      #5441113
- CLINICAL LABORATORY SCIENTIST (1980)      #8314486

**WORK HISTORY**

- 34<sup>TH</sup> JUDICIAL DISTRICT ATTORNEY'S OFFICE      October 1995 – 1-31-15
  - > Trial Team Chief Rape and Child Abuse Unit
  - > Misdemeanor Trial Team Chief
  - > Trial Attorney

**District Attorney Office Experience:** Trial experience includes over 200 criminal trials from misdemeanor offenses to Capital Murder death penalty. As a trial attorney, was responsible for maintaining the criminal docket in the 409<sup>th</sup> District Court which included all pre-trial hearings, probation revocation hearings and criminal trials assigned to that court. As Misdemeanor Trial Team Chief, supervised seven attorneys covering three County Courts and five Justice of the Peace Courts. As Trial Team Chief of the Rape and child Abuse Unit, supervised three attorneys and one paralegal. Duties include case preparation, pre-trial hearings and criminal trials involving sex crimes and child abuse/exploitation. Intake duties include processing and screening of all new incoming cases, development of indictment forms, education and training of Grand Juries as well as case presentment. In addition to court and administrative duties, provide training to Law Enforcement and other related agencies regarding the investigation and prosecution of sexual offenses and child abuse cases.

**ACTIVITIES**

- Acting Director, Child Fatality Review Team      1996 – 2014
- Board Member, Advocacy Center for the Children  
   Of El Paso      2002 – 2014
- Past Board Member and Board President S.T.A.R.S. Rape Crisis  
   Center for El Paso, Texas      2002-2004
- Faculty member National Advocacy Center, Columbia, SC      2006
- Trainer/speaker for the Texas District and County Attorney's Association

**AWARDS**

- ADVOCACY CENTERS OF TEXAS TEAM EXCELLENCE  
   PROSECUTOR OF THE YEAR      2000
- EL PASO BAR ASSOCIATION OUTSTANDING  
   STATE'S ATTORNEY      2012-2013



**0715 - Associate Municipal Judge****Contact Information -- Person ID: 14638173**

Name: Enrique A. Holguin Address: [REDACTED]  
 Home Phone: [REDACTED] Alternate Phone: [REDACTED]  
 Email: [REDACTED] Former Last Name:  
 Month and Day of Birth: [REDACTED]

**Personal Information**

Driver's License: Yes, Texas , 18193192 , 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? Doctorate

**Preferences**

Preferred Salary:  
 Are you willing to relocate?

Types of positions you will accept:  
 Types of work you will accept:  
 Types of shifts you will accept:

**Objective****Education**

**Professional**  
*Texas Wesleyan University School of Law*  
 www.txwes.edu  
 8/2008 - 5/2012  
 Fort Worth , Texas

Did you graduate: Yes  
 College Major/Minor: Law  
 Units Completed: 90 Semester  
 Degree Received: Other

**College**  
*University of Texas at El Paso*  
 [Unspecified Start] - 12/2004  
 El Paso, Texas

Did you graduate:  
 College Major/Minor: History  
 Degree Received: Bachelor's

**High School**  
*Thomas Jefferson High School*  
 [Unspecified Start] - 5/2000  
 El Paso , Texas

Did you graduate: Yes  
 Highest Level Completed: Other  
 Did you receive a GED? No  
 Degree Received: High School Diploma

**Work Experience**

**Attorney**  
 7/2014 - Present

Hours worked per week: 40  
 Monthly Salary: \$0.00  
 May we contact this employer? Yes

Law Office of Enrique Holguin  
 www.enriqueholguinlaw.com  
 747 E. San Antonio  
 El Paso, Texas 79901  
 915-545-2210

**Duties**  
 Self practitioner, focusing on criminal law

**Reason for Leaving**  
 Still self-employed

**Associate Attorney**

11/2013 - 7/2014

Law Office of Joseph Sib Abraham

717 E. San Antonio

El Paso, Texas 79901

915-799-9999

Hours worked per week: 40

Monthly Salary: \$0.00

May we contact this employer? Yes

**Duties**

Law Office focused primarily on criminal defense, including white collar crimes  
Associate duties to include; research and writing, arraigning clients in open court, negotiate plea deals for clients, plea clients, second chair to Mr. Abraham for trials, keep constant contact with clients

**Reason for Leaving**

Mr. Abraham, my boss, passed away of pancreatic cancer.

**Assistant District Attorney**

3/2013 - 11/2013

El Paso County District Attorney's Office

500 E. San Antonio, 5th floor

El Paso, Texas 79901

Hours worked per week: 40

Monthly Salary: \$0.00

Name of Supervisor: Mr. John Briggs - Trial Chief

May we contact this employer? Yes

**Duties**

Assigned to a misdemeanor court  
Negotiate punishment for Class A and B offenses  
Trial Preparation  
Argue trials and motions to suppress evidence  
Assess punishment after guilty verdict  
Review terms of probation, assess punishment if probation is not successful or modify probation terms with probation officers

**Reason for Leaving**

I enjoyed my job at the DA's office but I was hired away by Mr. Joseph Abraham, a man who was not only my mentor but my friend.

**Legal Research Assistant**

8/2012 - 3/2013

Enrique Ramirez

El Paso, Texas

Hours worked per week: 40

Monthly Salary: \$0.00

May we contact this employer?

**Duties**

Legal research in many varying areas of law  
Write memos, trial briefs, petitions, answer discovery, request discovery  
Interview clients, follow up  
Contract drafting  
Lease Drafting  
Small Claims Drafting  
Trial preparation

**Academic Advisor**

9/2008 - 3/2012

Tarrant County College

300 Trinity Circle

Fort Worth, Texas 76132

Hours worked per week: 40

Monthly Salary: \$0.00

Name of Supervisor: Dr. Louann Schultz - Director of Advising and Counseling

May we contact this employer? Yes

**Duties**

Advise students of all backgrounds with selecting appropriate courses; fulfilling testing requirements, transfer information.  
Conduct New Student Group Advisement sessions, tours, info sessions, etc.  
Advise student of different degree options, career choices

Run degree plans for students, degree audits, and counsel students in graduation requirements and petitioning for graduation.

One on one advising sessions, group/classroom advising presentations

Assigned cohort of students to monitor progress through developmental courses

Advised students interested in Allied Health programs; Physical Therapy Assistant, Radiologic Technology, Surgical Tech, Dental Hygienist, Respiratory Care.

#### Reason for Leaving

Upon graduating law school, I resigned to focus on studying for the bar and moving back home to El Paso.

#### Program Guidance Assistant

5/2007 - 6/2008

El Paso Community College  
El Paso, Texas 79925

Hours worked per week: 40

Monthly Salary: \$0.00

Name of Supervisor: Marisa Pierce - Program Director

May we contact this employer? Yes

#### Duties

GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs)

Assigned to two middle school campuses, worked with 8th grade students and teachers Federally funded grant to promote college awareness amongst predominately economically disadvantaged, would-be first-generation college students.

Served as liaison between middle school campuses and El Paso Community College.

#### Reason for Leaving

I left El Paso to move to Fort Worth and attend law school.

#### 8th Grade Social Studies Teacher

8/2005 - 1/2007

El Paso Independent School District  
El Paso, Texas

Hours worked per week: 40

Monthly Salary: \$0.00

May we contact this employer?

#### Duties

Administered lesson plans and classroom instruction aligned to the TEKS (Texas Essential Knowledge and Skills).

Coordinated nine week benchmark exams along with department chair and assisted with the uploading and scoring of exams of the entire Social Studies Dept.

Avid user of PowerPoint, using a presentation as primary instruction tool at least once per week.

Offered tutoring Mondays and Wednesdays for students who were Spanish dominant and struggled with English proficiency.

#### Certificates and Licenses

Type: Licensed attorney in good standing with the Texas Bar

Number: 24085747

Issued by: Texas Bar

Date Issued: 5 /2013 Date Expires:

Type: Standard Texas Teaching Certificate, Generalist 4-8, expires 2018 -

Number: non

Issued by: Texas Educational Agency

Date Issued: 8 /2005 Date Expires: 3 /2018

#### Skills

Office Skills

Typing:

Data Entry:

Languages

Spanish - Speak, Read, Write

**Additional Information**

**References**

Professional  
**Salome Smith, Kathleen "Kamie"**  
Attorney  
[REDACTED]  
El Paso , Texas 79901  
[REDACTED]  
[kamielaw@yahoo.com](mailto:kamielaw@yahoo.com)

Professional  
**Benjamin, Brock**  
Attorney  
[REDACTED]  
El Paso , Texas 79901  
[REDACTED]  
[brock@brockmorganbenjamin.com](mailto:brock@brockmorganbenjamin.com)

**Resume**

**Text Resume**

**Attachments**

**CARL G. HORKOWITZ**

[REDACTED]  
El Paso, Texas 79924  
[REDACTED]  
[REDACTED]

**EXPERIENCE:**

Dec. 2000 to Present  
Associate Municipal Court Judge  
Arraignment Court, City of El Paso

Dec. 1989 to Dec. 2000;  
Jan. 1984 to Dec. 1985  
Associate Municipal Court Judge  
Night Magistrate, City of El Paso

Oct. 1981 to July 1999  
General Practice of Law, State of Texas  
Bar No.: 09998200

**PROFESSIONAL  
LICENSES:**

Texas, 1981

Pennsylvania, 1983

Federal District Court,  
Western District of Texas, 1983

U.S. Fifth Circuit Court of Appeals, 1983

United States Supreme Court, 1985

**EDUCATION:**

J.D., 1980, George Washington University,  
Washington, D.C.

B.A., 1977, Pennsylvania State University

**0715 - Associate Municipal Judge****Contact Information -- Person ID: 25217215**

Name: Brandon L Lettunich Address: [REDACTED]  
 Home Phone: [REDACTED] Alternate Phone: [REDACTED]  
 Email: b [REDACTED] Former Last Name:  
 Month and Day of Birth: [REDACTED]

**Personal Information**

Driver's License: Yes, Texas , 04043601 , Class A  
 Can you, after employment, submit proof of your legal right to work in the United States? Yes  
 What is your highest level of education? Doctorate

**Preferences**

Preferred Salary: \$50,000.00 per year  
 Are you willing to relocate? Yes

Types of positions you will accept:  
 Types of work you will accept: Full Time , Part Time , Per Diem  
 Types of shifts you will accept: Evening , Night , Rotating , Weekends , On Call (as needed)

**Objective****Education**

**Professional**  
*Texas Wesleyan School of Law*  
 8/2000 - 5/2003  
 El Paso, Texas

Did you graduate: Yes  
 College Major/Minor: Juris Doctrate  
 Degree Received: Professional

**College**  
*Texas Tech University*  
 8/1995 - 12/1999  
 Lubbock, Texas

Did you graduate: Yes  
 College Major/Minor: agbusiness management  
 Degree Received: Bachelor's

**Work Experience**

**owner**  
 4/2008 - Present

Hours worked per week: 40  
 Monthly Salary: \$0.00  
 May we contact this employer? Yes

Brandon Lee Lettunich Attorney At Law  
 lettunichlawfirm.com  
 609 N. Laurel  
 El Paso, Texas 79903  
 9155452529

**Duties**

owner operator of law firm

**assistant DA**  
 11/2003 - 4/2008

Hours worked per week: 40  
 Monthly Salary: \$5,000.00  
 # of Employees Supervised: 0  
 Name of Supervisor: Jim Callan  
 May we contact this employer? Yes

El Paso County District Attorney's office  
 500 E. San Antonio, Rm 203  
 El Paso, Texas 79901  
 915533-5520

**Duties**

prosecuted felonies and misdemeanors

**Reason for Leaving**

started own law firm

**Certificates and Licenses**

Type: Bar License

Number: 24041332

Issued by: State Bar of Texas

Date Issued: 11 /2003 Date Expires:

**Skills**

**Office Skills**

Typing:

Data Entry:

**Other Skills**

Criminal Attonrey Skilled - 12 years and 0 months

**Languages**

Spanish - Speak, Read, Write

**Additional Information**

**References**

**Resume**

**Text Resume**

**Attachments**

Attachment	File Name	File Type	Created By
RESUME4.pdf	RESUME4.pdf	Resume	Job Seeker

Brandon Lee Lettunich



**Education**

May, 2003:

*Juris Doctorate,*  
Texas Wesleyan School of Law,  
1515 Commerce Street,  
Fort Worth, Texas,  
76102-6509.

December, 1999:

*Bachelor's of Agbusiness Management,*  
Texas Tech University,  
2500 Broadway,  
Lubbock, TX 79409

**Employment**

April 1, 2008 to Present:

Brandon Lee Lettunich,  
Attorney at Law,  
609 N. Laurel,  
El Paso, Texas 79903.  
• Criminal Defense  
• Personal Injury  
• General Practice (Probate, Family)

November 17, 2003 to March 31, 2008:

El Paso County District Attorney's Office  
500 E. San Antonio St., Rm. 203  
El Paso, Texas 79901.  
(915) 546-2059  
• Tried over 30 jury trials and handled numerous other evidentiary hearings.

**Licenses**

Licensed in Texas and New Mexico  
Licensed in the Federal Courts in the District of New Mexico and the Western District of Texas.

**Interests/Hobbies**

Boating, Fishing, Hunting, Jeeps



**0715 - Associate Municipal Judge**

**Contact Information -- Person ID: 25491539**

Name: MICHELLE R. MARTINEZ Address: [REDACTED]

Home Phone: [REDACTED] Alternate Phone: [REDACTED]

Email: [REDACTED] Former Last Name: [REDACTED]

Month and Day of Birth: [REDACTED]

**Personal Information**

Driver's License: Yes, Texas , 11164488 , 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? Doctorate

**Preferences**

Preferred Salary:

Are you willing to relocate?

Types of positions you will accept:

Types of work you will accept:

Types of shifts you will accept:

**Objective**

**Education**

**Professional**  
 University of Kansas School of Law  
 [Unspecified Start] - 5/2007  
 Lawrence, Kansas  
 Did you graduate: Yes  
 College Major/Minor: Law  
 Degree Received: Professional

**College**  
 University of Texas at El Paso  
 [Unspecified Start] - 5/2004  
 El Paso, Texas  
 Did you graduate: Yes  
 College Major/Minor: Public Relations  
 Degree Received: Bachelor's

**Work Experience**

**Attorney and Counselor at Law**  
 5/2014 - Present  
 The Law Office of Michelle R. Martinez  
 El Paso, Texas  
 Hours worked per week: 40  
 Monthly Salary: \$0.00  
 May we contact this employer?

**Duties**  
 Represented parties in various stages of litigation in Immigration, Criminal and Family matters in and out of Court.  
 Mediated settlements between parties in family law matters.  
 Served as Amicus Attorney and Ad Litem on custody and adoption cases.  
 Provided comprehensive direct immigration legal representation to detained and non-detained individuals before the El Paso, Texas Immigration Courts to include removal defense and affirmative immigration applications before U.S.  
 Represented juveniles in delinquency proceedings before the El Paso, Texas Juvenile Court.

**Supervising Staff Attorney**  
 8/2007 - 5/2014  
 Hours worked per week: 40  
 Monthly Salary: \$0.00

American Constitution Society

Professional Associations

State Bar of Texas

**References**

Professional  
**Camacho, Alma**  
Attorney

El Paso, Texas 79901

[almarcamacho@gmail.com](mailto:almarcamacho@gmail.com)

Personal

**Valenzuela, Dolores**

Texas 79835

[susie.moralez@gmail.com](mailto:susie.moralez@gmail.com)

**Resume**

**Text Resume**

**Attachments**

## Sheldon A. Myers

El Paso, TX 79901

### Work History:

- 2009-present Associate Municipal Court Judge for the City of El Paso; I provide coverage as scheduled or needed as a Magistrate Judge or cover court hearings for the elected judges.
- Dec. 2014-present Sole Proprietor of The Myers Law Firm; I handle mostly criminal cases but do some civil work as well.
- 2009-2014 Name partner for Wyatt, Underwood & Myers, PLLC.; covered hearings in all courts for a very busy criminal law firm.
- 2003-2009 Sole Proprietor of the Law Office of Sheldon Myers; handled mostly criminal cases, with some probate work.
- 1999-2003 El Paso County District Attorney's Office; handled misdemeanor and felony cases, from screening through trial.
- Years prior Worked in the grocery industry to work my way through college. Also worked in delivery of construction supplies. Held supervisory position in both jobs.

### Education:

- 1995-1997 Baylor School of Law; graduated near top 10% of class; Note and Comment Editor for Baylor Law Review
- 1992-1994 Portland State University; graduated as Co-Outstanding Senior with 3.94 GPA; majored in Criminal Justice.
- 1988-1992 Portland Community College; graduated with 4.0 GPA in Criminal Justice.

### Personal:

- Married to Angie Myers for 13 years with a 10-year-old son named Hunter. I enjoy spending time with my family, and showing Hunter new things in life. I also like to ride motorcycles and read philosophy.

### References:

Judge Daniel Robledo, Head Judge of Municipal Courts for the City of El Paso.

**0715 - Associate Municipal Judge**

**Contact Information -- Person ID: 25657844**

Name: Jesus M. Olivas Address: [REDACTED]  
 Home Phone: [REDACTED] Alternate Phone: [REDACTED]  
 Email: [REDACTED] Former Last Name:  
 Month and Day of Birth: 01/10

**Personal Information**

Driver's License: Yes, Texas , 08415229 , 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? Doctorate

**Preferences**

Preferred Salary:  
 Are you willing to relocate? No  
 Types of positions you will accept:  
 Types of work you will accept:  
 Types of shifts you will accept: Day , Evening , Night , Rotating , Weekends , On Call (as needed)

**Objective**

**Education**

**Professional**  
 University of Notre Dame  
 5/1988 - 1988  
 South Bend, Indiana  
 Did you graduate: Yes  
 College Major/Minor: Law  
 Degree Received: Professional

**Work Experience**

**Attorney at Law**  
 5/1991 - Present  
 Hours worked per week: 40  
 Monthly Salary: \$0.00  
 May we contact this employer?  
 Jesus Olivas, Attorney at Law  
 800 N. Mesa, 250  
 El Paso, Texas 79902  
 915 4943979

**Duties**

Please see Resume

**Certificates and Licenses**

Type: Attorney at Law - State of Texas  
 Number:  
 Issued by:  
 Date Issued: 11 /1991 Date Expires:

**Skills**

Office Skills  
 Typing:  
 Data Entry:

<b>Languages</b>			
Spanish - Speak, Read, Write			
<b>Additional Information</b>			
<b>References</b>			
<b>Resume</b>			
<b>Text Resume</b>			
<b>Attachments</b>			
<b>Attachment</b>	<b>File Name</b>	<b>File Type</b>	<b>Created By</b>
DD 214.pdf	DD 214.pdf	Other	Job Seeker

**0715 - Associate Municipal Judge**

**Contact Information -- Person ID: 25253045**

Name: Manuel Parra Address: [REDACTED]  
 Home Phone: [REDACTED] Alternate Phone: [REDACTED]  
 Email: [REDACTED] Former Last Name:  
 Month and Day of Birth: [REDACTED]

**Personal Information**

Driver's License: Yes, Texas , 12334314  
 Can you, after employment, submit proof of your legal right to work in the United States? Yes  
 What is your highest level of education? Doctorate

**Preferences**

Preferred Salary:  
 Are you willing to relocate?  
 Types of positions you will accept:  
 Types of work you will accept:  
 Types of shifts you will accept:  
 Objective

**Education**

**Professional** Did you graduate: Yes  
 New York University School of Law College Major/Minor:  
 8/2005 - 5/2008 Degree Received: Professional  
 New York, New York

**College** Did you graduate: Yes  
 University of Texas at El Paso College Major/Minor: Biology  
 6/2002 - 5/2005 Degree Received: Bachelor's  
 El Paso, Texas

**Work Experience**

**Attorney** Hours worked per week: 60  
 11/2008 - Present Monthly Salary: \$0.00  
 Parra Law Name of Supervisor: (self)  
 [REDACTED] 79903 May we contact this employer? Yes  
 [REDACTED]

**Duties**  
 Private practice with a focus in criminal defense. Trial experience in a variety of cases ranging from Class B misdemeanors to 1st degree felonies (eligible for every appointment wheel).

**Certificates and Licenses**

Type: Texas State Bar  
 Number: 24065875  
 Issued by: Texas State Bar  
 Date Issued: 11 /2008 Date Expires:

**Skills**

Office Skills

Typing:  
Data Entry:

Languages

Spanish - Speak, Read, Write

English - Speak, Read, Write

Additional Information

References

Professional  
**Parra, Victor**  
Attorney  
El Paso, Texas 79903

Personal  
**Sigala, Hiram**  
Lieutenant Corrections Officer at Otero County Prison

Professional  
**Castillo, Antonio**  
Attorney

Resume

Text Resume

Attachments

**0715 - Associate Municipal Judge****Contact Information -- Person ID: 12277688**

Name: Danny Razo Address: [REDACTED]  
 Home Phone: [REDACTED] Alternate Phone: [REDACTED] 8  
 Email: [REDACTED] Former Last Name:  
 Month and Day of Birth: [REDACTED]

**Personal Information**

Driver's License: Yes, Texas , 06239308 , 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? Doctorate

**Preferences**

Preferred Salary:  
 Are you willing to relocate? Yes  
 N/A  
 Types of positions you will accept: Regular  
 Types of work you will accept: Full Time , Part Time  
 Types of shifts you will accept: Day , Evening , Night , Rotating , Weekends , On Call (as needed)  
**Objective**

**Education**

<b>Professional</b> Texas Tech University School of Law 8/2000 - 5/2003 Lubbock, Texas	Did you graduate: Yes College Major/Minor: Law Units Completed: 90 Semester Degree Received: Professional
<b>College</b> University of Texas at El Paso 9/1995 - 5/2000 El Paso, Texas	Did you graduate: Yes College Major/Minor: Political Science/Criminal Justice Units Completed: 120 Semester Degree Received: Bachelor's
<b>High School</b> Coronado High School 1/1992 - 5/1995 El Paso, Texas	Did you graduate: Yes Highest Level Completed: 12 Did you receive a GED? Degree Received: High School Diploma

**Work Experience**

<b>Attorney At Law</b> 3/2007 - Present  Law Office of Danny Razo 701 [REDACTED] El Paso, Texas 79903	Hours worked per week: 60 Monthly Salary: \$7,000.00 # of Employees Supervised: 1 Name of Supervisor: N/A - N/A May we contact this employer? No
--	--

**Duties**

Attorney specializing in the practice of Immigration and Nationality Law and Criminal Defense Representation, representing citizens and non-citizens before the U.S. Citizenship and Immigration Service, U.S. Immigration and Customs Enforcement, U.S. Customs and Border Protection, the Executive Office for Immigration Review, and the Board of Immigration Appeals in all aspects of immigration law, including family-based immigration, naturalization, citizenship, removal



proceedings, and other specialized forms of immigration benefits/relief and Criminal Defense representation before the El Paso County Court House, U.S. Western District Court, and the El Paso County Juvenile Courts.

**Reason for Leaving**

N/A

**Pro Bono Coordinator/Attorney**

1/2007 - 2/2007

Las Americas Immigrant Advocacy Center  
1500 Yandell  
El Paso, Texas 79902  
(915) 544-5126

Hours worked per week: 40  
Monthly Salary: \$2,000.00  
# of Employees Supervised: 0  
May we contact this employer? Yes

**Duties**

Coordinated recruitment and training of Pro Bono attorneys to help represent unaccompanied minors who are in detention in the New Mexico and West Texas area. Conducted outreach and presentation to the community to inform the public of Immigration and Nationality Laws. Planned a Continuing Legal Education Program with the Mexican American Bar Association of El Paso to train local attorneys about Immigration Laws in dealing with Juveniles, Unaccompanied Minors, Family Law and Criminal Law.

**Reason for Leaving**

Opened my own Law Office.

**Senior Staff Attorney**

4/2004 - 12/2006

Diocesan Migrant and Refugee Services, Inc.  
2400 Yandell  
El Paso, Texas 79903  
(915) 532-3975

Hours worked per week: 35  
Monthly Salary: \$2,000.00  
# of Employees Supervised: 6  
May we contact this employer? Yes

**Duties**

Was responsible for providing legal representation before the Executive Office for Immigration Review to non-detained and detained immigrants, supervised accredited and non-accredited support staff, and assisted with efforts to recruit and train pro bono attorneys in removal defense cases. Participated in local advocacy efforts with the Department of Homeland Security and the U.S. Department of State, local elected officials and state and local government entities.

**Reason for Leaving**

Other Job Opportunity

**Certificates and Licenses**

Type: State Bar of Arizona  
Number: 029600  
Issued by: Arizona Supreme Court  
Date Issued: 10 /2012 Date Expires:

Type: U.S. Courts, Western District of Texas  
License  
Number:  
Issued by: U.S. Courts, Western District of Texas  
Date Issued: 9 /2004 Date Expires:

Type: State Bar of Texas License  
Number: 24041756  
Issued by: Supreme Court of Texas  
Date Issued: 11 /2003 Date Expires:

**Skills**

Office Skills

Typing:

Data Entry:

Languages

Spanish - Speak, Read, Write

**Additional Information**

Honors & Awards

Outstanding Young Lawyer 2009 given by the El Paso Young Lawyers

Outstanding Pro Bono Attorney 2012 given by the El Paso Bar Association

Texas Tech University School of Law 2015 Bob Black Bar Leaders Award

Interests & Activities

El Paso Young Lawyers Association: President 2008-2009

Mexican American Bar Association: President 2009-2010

Texas Young Lawyers Association: Board of Director 2010-2014

El Paso Bar Association: Director 2015 till Present

Interests & Activities

Established El Paso Immigration Pro Bono Project and El Paso Community Law Day

**References**

Professional

**Enriquez, Laura**

Attorney

[Redacted]  
El Paso, Texas 79901

[Redacted]

Professional

**Sharma, Shivali**

[Redacted]

[Redacted]

Texas 79901

(902) [Redacted] gov

Professional

**Guerrero, Maria Del Carmen**

[Redacted]

El Paso, Texas 79930

[Redacted]

**Resume**

Text Resume

Attachments

**0715 - Associate Municipal Judge**

**Contact Information -- Person ID: 25639338**

Name: Theryn Waggener Address: [REDACTED]  
 Home Phone: [REDACTED] Alternate Phone: [REDACTED]  
 Email: [REDACTED] Former Last Name:  
 Month and Day of Birth:

**Personal Information**

Driver's License: No  
 Can you, after employment, submit proof of your legal right to work in the United States? Yes  
 What is your highest level of education? Doctorate

**Preferences**

Preferred Salary:  
 Are you willing to relocate?  
 Types of positions you will accept:  
 Types of work you will accept:  
 Types of shifts you will accept: Day , Evening , Night , Rotating , Weekends , On Call (as needed)

**Objective**

To serve my community

**Education**

<p><b>Professional</b>                  Texas Southern University, Thurgood Marshall School of Law                  8/2002 - 5/2005                  Houston, Texas</p>	<p>Did you graduate: Yes                  College Major/Minor: Law                  Units Completed: 90 Semester                  Degree Received: Professional</p>
<p><b>Professional</b>                  TEXAS SOUTHERN UNIVERSITY, THURGOOD MARSHALL SCHOOL OF LAW                  8/2002 - 5/2005                  Houston, Texas</p>	<p>Did you graduate: Yes                  College Major/Minor: Law                  Units Completed: 90 Semester                  Degree Received: Professional</p>
<p><b>Professional</b>                  New Mexico Management Academy                  1985 - 1986                  Santa Fe, New Mexico</p>	<p>Did you graduate:                  College Major/Minor: Supervision                  Degree Received: Certification</p>
<p><b>Professional</b>                  Western State University College of Law                  1/1980 - 12/1981                  San Diego, California</p>	<p>Did you graduate: No                  College Major/Minor: Law                  Units Completed: 40 Semester                  Degree Received: Professional</p>
<p><b>College</b>                  National University                  1/1978 - 10/1979                  San Diego, California</p>	<p>Did you graduate: Yes                  College Major/Minor: Business                  Degree Received: Other</p>
<p><b>College</b>                  National University                  1/1976 - 7/1977</p>	<p>Did you graduate: Yes                  College Major/Minor:                  Degree Received: Bachelor's</p>

San Diego, California

**High School**

San Diego Police Academy Calif. Highway Patrol Academy  
 Nevada Dept. of Prisons Academy  
 9/1956 - 6/1959  
 San Diego, California

Did you graduate: Yes  
 Highest Level Completed: Other  
 Did you receive a GED? No  
 Degree Received: High School  
 Diploma

**High School**

Mission Bay High School  
 [Unspecified Start] - [Unspecified End]  
 San Diego, California

Did you graduate:  
 Degree Received: High School  
 Diploma

**Professional**

New Mexico Management Academy  
 [Unspecified Start] - [Unspecified End]  
 Santa Fe, New Mexico

Did you graduate:  
 College Major/Minor: MANAGEMENT  
 CERTIFICATE  
 Degree Received: Professional

**Work Experience**

**Correctional Lieutenant**  
 2/1990 - 11/2000

Hours worked per week: 40  
 Monthly Salary: \$0.00  
 May we contact this employer?

Department of prisons, Ely State Maximum Security Prison  
 Ely, Nevada

**Duties**

I was a shift commander at Ely State Prison. I administered, directed, and assigned work for 80 staff officers, to supervise over one thousand (1000) inmates. I was responsible

for formulating staffing patterns consistent with legislative staffing requirements. I assisted with the preparation of the institutional budget. I participated on staff hiring committees and promotion boards. I taught in the Ely State Prison training academy beginning 1988. I also taught criminal justice classes for the local college. I have written all institutional procedures and post orders. I implemented and supervised inmate programs and administered discipline in accordance with existing Nevada Revised Statutes. I completed criminal investigative reports for the Director of the Department of Prisons involving the criminal investigation of Murders, Attempted Murders, Suicide, Battery, Assault, theft, etc I completed weekly reports on the health, safety and sanitation conditions of the institution. I wrote legislation and testified before appropriate legislative committees e.g., House judiciary committee;

**Reason for Leaving**

Retired

**Correctional Sergeant**  
 5/1989 - 2/1990

Hours worked per week: 40  
 Monthly Salary: \$0.00  
 May we contact this employer?

Nevada Department of Corrections  
 Ely, Nevada

**Duties**

5-20-89 to 2-23-90

My duties were basically the same as those of Correctional Lieutenant. Since I was a member of the original transition team that opened the new prison in Ely in 1989. We did not have a full staff. There were originally only two lieutenants, therefore, I was responsible for the same duties of a lieutenant and was promoted after nine (9) months to lieutenant.

**Chief Criminal Investigator,**  
11/1986 - 5/1989

Hours worked per week: 40  
Monthly Salary: \$0.00  
May we contact this employer?

Real Estate Division  
Carson City, Nevada

**Duties**

Under general direction, as Chief Criminal Investigator for the State of Nevada, was responsible for the administration of a statewide program for the investigation of real estate crime, including the investigation of all white collar crime, fraud, misrepresentation, misuse of trust funds, embezzlement, misappropriation of funds, etc I assigned, directed and reviewed all work of my investigators state-wide. I instructed my investigators in contract law, investigative procedures, civil and criminal court procedures. I determined violations of State, local and Federal laws, by interpreting, laws, rules and regulations, court decisions, facts and conclusions of law. I prepared criminal complaints, subpoena's and carried out the service of those complaints and subpoena's and all supporting documents necessary to carry a case to an ADMINISTRATIVE HEARING. I testified at these administrative hearings. Approximately 75% of my job required public contact from a variety of social backgrounds. A great deal of verbal and written communication was required. We regulated the activities of over fourteen thousand licensees. I conducted seminars statewide for licensees, taught real estate law and real estate principles and practices at Western Nevada Community College in Carson City, Nevada, and Sierra Nevada College in Incline Village Nevada. I also formulated and implemented a one million dollar budget.

**Chief Criminal Investigator**  
11/1982 - 10/1986

Hours worked per week: 40  
Monthly Salary: \$0.00  
May we contact this employer?

New Mexico Real Estate Commission  
Albuquerque, New Mexico

**Duties**

11-9-82 to 10-31- 86)

I conducted the same duties and activities in New Mexico as in Nevada. I also formulated and implemented an annual budget. I was responsible for setting and implementing policy for my department, interpret state laws, rules any regulations, court decisions and opinions to establish rules, and procedures based on facts and conclusions of law. I wrote the "Time Share Law" for New Mexico and implemented the law after passage. I testified before the New Mexico House Judiciary Committee for passage of that law.

**State Traffic Officer**  
11/1966 - 10/1972

Hours worked per week: 40  
Monthly Salary: \$0.00  
May we contact this employer? Yes

California Highway Patrol  
San Diego, California

**Duties**

I enforced all federal, State, County, and City laws. Arrested, booked and transported prisoners. I investigated burglaries, robberies, drug violations, theft, homicide's, auto theft, fraud, any and all misdemeanor and felony crimes.

I worked closely with all law enforcement agencies, State, and Federal, as well as, Mexican City and Federal Police. I interpreted state, local and federal laws, rules, regulations, legal documents, and court decisions based on facts and conclusions of law.

**Certificates and Licenses**

Type: ? Commercial Airplane Pilot Ratings: Instrument Multi-engine

Number:

Issued by:

Date Issued: 6 /1968 Date Expires:

Type: California - BASFC CERTIFICATE  
 Number:  
 Issued by:  
 Date Issued: 1 /1968 Date Expires:

Type: Nevada - BASIC CERTIFICATE  
 Number:  
 Issued by:  
 Date Issued: 10 /1990 Date Expires:

Type: ? INTERMEDIATE CERTIFICATE  
 Number:  
 Issued by:  
 Date Issued: 6 /1991 Date Expires:

Type: ? ADVANCED CERTIFICATE  
 Number:  
 Issued by:  
 Date Issued: 1 /1992 Date Expires:

**Skills**

Office Skills

Typing:

Data Entry:

**Additional Information**

Professional Associations

Western State University College of Law, ( - , )42 Sem. units, no degree. Member NU BETA EPSILON, Fraternity

**References**

Professional  
**Robledo, Daniel**  
 Attorney

36 [REDACTED]  
 [REDACTED] 9903

**Resume**

Text Resume

**Attachments**

Attachment	File Name	File Type	Created By
Resume	theryn resume	Resume	David Rogers

THERYN L. WAGGENER

████████████████████  
El Paso Texas, 79903  
████████████████████

I am presently retired from the State of Nevada, Department of Prisons, I retired from the County of El Paso Texas, District Attorney's office. I am now practicing law as a sole Practitioner.

Please find below, a list of my experience and education:

Training and Experience in law enforcement:

Experience:

California Highway Patrol, State Traffic Officer, San Diego, California, (11-7-66 to 10-12-72)

I enforced all federal, State, County, and City laws. Arrested, booked and transported prisoners. I investigated burglaries, robberies, drug violations, theft, homicide's, auto theft, fraud, any and all misdemeanor and felony crimes.

I worked closely with all law enforcement agencies, State, and Federal, as well as, Mexican City and Federal Police. I interpreted state, local and federal laws, rules, regulations, legal documents, and court decisions based on facts and conclusions of law.

Chief Criminal Investigator, New Mexico Real Estate Commission, (11-9-82 to 10-31- 86)

I conducted the same duties and activities in New Mexico as in Nevada. I also formulated and implemented an annual budget. I was responsible for setting and implementing policy for my department, interpret state laws, rules any regulations, court decisions and opinions to establish rules, and

procedures based on facts and conclusions of law. I wrote the "Time Share Law" for New Mexico and implemented the law after passage. I testified before the New Mexico House Judiciary Committee for passage of that law.

Chief Criminal Investigator, Nevada Real Estate Division, (11-3-86 to 5-20-69)

Under general direction, as Chief Criminal Investigator for the State of Nevada, was responsible for the administration of a statewide program for the investigation of real estate crime, including the investigation of all white collar crime, fraud, misrepresentation, misuse of trust funds, embezzlement, misappropriation of funds, etc... I assigned, directed and reviewed all work of my investigators state-wide. I instructed my investigators in **contract law, investigative procedures, civil and criminal court procedures.** I determined violations of State, local and Federal laws, by interpreting, laws, rules and regulations, court decisions, facts and conclusions of law. I prepared **criminal complaints, subpoena's** and carried out the service of those complaints and subpoena's and all supporting documents necessary to carry a case to an ADMINISTRATIVE HEARING. I testified at these administrative hearings. Approximately 75% of my job required public contact from a variety of social backgrounds. A great deal of verbal and written communication was required. We regulated the activities of over fourteen thousand licensees. I conducted seminars statewide for licensees, taught real estate law and real estate principles and practices at Western Nevada Community College in Carson City, Nevada, and Sierra Nevada College in Incline Village Nevada. I also formulated and implemented a one million dollar budget.



Correctional Sergeant, Nevada Department of Prisons, Ely State Prison, (5-20-89 to 2-23-30)

My duties were basically the same as those of Correctional Lieutenant. Since I was a member of the original transition team that opened the new prison in Ely in 1989. We did not have a full staff. There were originally only two lieutenants, therefore, I was responsible for the same duties of a lieutenant and was promoted after nine (9) months to lieutenant.

Correctional Lieutenant, Department of prisons, Ely State Maximum Security Prison, (2-23-90 to 11-13-00, retired)

I was a shift commander at Ely State Prison. I administered, directed, and assigned work for 80 staff officers, to supervise over one thousand (1000) inmates. I was responsible for formulating staffing patterns consistent with legislative staffing requirements. I assisted with the preparation of the institutional budget. I participated in staff hiring committees and promotion boards. I taught in the Ely State Prison training academy beginning 1988. I also taught criminal justice classes for the local college. I have written all institutional procedures and post orders. I implemented and supervised inmate programs and administered discipline in accordance with existing Nevada Revised Statutes. I completed criminal investigative reports for the Director of the Department of Prisons involving the criminal investigation of Murders, Attempted Murders, Suicide, Battery, Assault, theft, etc.... I completed weekly reports on the health, safety and sanitation conditions of the institution. I

wrote legislation and testified before appropriate legislative committees e.g.,

House judiciary committee.

Senior Trial Attorney, El Paso County District  
Attorney's Office, July 2005 - October 2014,  
(Retired).

As an Assistant District Attorney, I was responsible for prosecuting all criminal cases, both felonies and misdemeanor's. I subpoenaed all witnesses and investigated all cases for completeness prior to trial. I conducted Voir Dire, Questioned all States witnesses and argued to juries for conviction and and punishment. I was also a member of the DA Drug Task force for two years. I prosecuted all felony drug cases. I worked closely with Sheriff and Eppd drug tasks forces for prosecution, approving affidavits for arrest and search warrants. I worked closely with DPS lab retrieving necessary lab reports for prosecution. In my nearly 10 years I prosecuted hundreds of cases with all law enforcement agencies in El Paso, Hudspeth and Culberson counties. I also worked with the Grand Juries in all three counties. I am presently in private practice doing about 90% criminal work and the rest in guardianship, civil and family law.

Education:

Mission Bay High School, San Diego, Calif.  
(Graduated 1959)

National University, San Diego, (Jan. 1976  
- July 1977 180 Quarter units,) Bachelor of  
Business Administration

National University, San Diego,  
(Jan 1978 - Oct 1979)  
**Master of Business Administration**

Western State University College of Law, (Jan  
1980 - Dec 1981,) 42 Sem. units, no degree.  
Member NU BETA EPSILON, Fraternity  
for academic achievement.

Texas Southern University, Thurgood Marshall  
School of Law. (Aug 2002 - May 2005, Degree  
Juris Doctor. Licensed in Texas, 6-16-2005.

TEXAS SOUTHERN UNIVERSITY, THURGOOD MARSHALL  
SCHOOL OF LAW, (Aug 2002 - Present) Completed  
first year.

Graduated:

San Diego Police Academy Calif.  
Highway Patrol Academy Nevada  
Dept. of Prisons Academy

New Mexico Management Academy, Santa Fe,  
New Mexico.

1985 - 1986, Certificates in:

- Basic Supervision,
- Delegation,
- Employees Evaluations,
- Management,
- Budgeting.

Police Officers Standards and Training  
Certificates:

California - BASFC CERTIFICATE

Nevada - BASIC CERTIFICATE

- INTERMEDIATE CERTIFICATE
- ADVANCED CERTIFICATE
- MANAGEMENT CERTIFICATE

Nevada Department of Prisons Certificates:

- Supervision,
- Budgeting,
- Employee Evaluations,
- Sexual Harassment,
- Instructor Development,
- Administrative Management III

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- Administrative Management III,
- Chemical Agents,
- First Line Supervision,
  - Taser,
  - Weapons.

American Corrections Assoc. Certificates:

- Mid-Management Skills,
  - Supervision,
  - Supervision II,
  - Legal Issues for correctional officers,
- Report Writing.
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- Certified Real Estate Investigator
- Personal Computer Specialist
- Certified Tax Preparer
- Certified Advanced Tax Preparer

Recognition:

- Who's Who in America (For contributions in law enforcement)

Licenses:

- Commercial Airplane Pilot

Ratings:

Instrument  
Multi-engine