

EMPLOYMENT APPLICATION



DENTON COUNTY
 1 Courthouse Dr
 Denton, Texas 76208
 940-349-3080
<https://dentoncounty.gov/jobs>
Arnett, Michelle Leigh
22-220-I CHIEF ADMINISTRATOR - COMMISSIONER, PCT #4

Received: 9/6/22 9:42 AM
For Official Use Only:
 QUAL _____
 DNQ: _____
 Experience
 Training
 Other _____

PERSONAL INFORMATION

POSITION TITLE: CHIEF ADMINISTRATOR - COMMISSIONER, PCT #4		EXAM ID#: 22-220-I
NAME: (Last, First, Middle) Arnett, Michelle Leigh		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		EMAIL ADDRESS: [REDACTED]
HOME PHONE: (940) 230-5211	ALTERNATE PHONE: [REDACTED]	NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: [REDACTED] Number: [REDACTED]	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
What is your highest level of education? Master's Degree		

PREFERENCES

ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Maybe		
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular		
TYPES OF WORK YOU WILL ACCEPT: Full Time		
SHIFTS YOU WILL ACCEPT: Day, Evening, Weekends, On Call (as needed)		
OBJECTIVE: To provide excellent customer service to the citizens and employees of Denton County		

EDUCATION

DATES: From: 1/2013 To: 12/2014	SCHOOL NAME: TWU	
LOCATION:(City, State/Province) Denton , Texas	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Library Science		
DATES: From: 8/2010 To: 8/2012	SCHOOL NAME: UNT	
LOCATION:(City, State/Province) Denton , Texas	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
DATES: From: 8/2008 To: 6/2010	SCHOOL NAME: NCTC	
LOCATION:(City, State/Province) Corinth , Texas	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Associate's

WORK EXPERIENCE

DATES: From 6/2016 To Present	EMPLOYER: Denton County	POSITION TITLE: Assistant Supervisor
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 1450 E McKinney St , Denton, Texas, 76209		
PHONE NUMBER: 9403492016	SUPERVISOR: Debra Wilson Department Manager	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 6	
DUTIES:		

Utilize the Tyler Technology Odyssey system to enter, store, and/or retrieve legal information.

Use of Denton County E-File system to open and assigns cases to various courts and delivers to the courts for further processing.

Provides information to incoming requests or refers inquiries to appropriate personnel.

Record legal documents, analyze, and evaluate submitted documents for accuracy and inclusion of all legal requirements.

Receives inquiries by phone and/or in person and responds in accordance to department policy and procedure; screens calls as necessary.

Interview, train and discipline new employees

REASON FOR LEAVING:

Still Employed

DATES: From 8/2015 To 5/2016	EMPLOYER: AlphaBEST Education	POSITION TITLE: Site Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Aubrey, Texas, 76227		COMPANY URL: alphabet org
SUPERVISOR: Brittany Davis Area Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
HOURS PER WEEK: 25	# OF EMPLOYEES SUPERVISED: 5	

DUTIES:

Oversee the safety, risk management, and supervision of students and staff to ensure quality guidelines were met and exceeded

Maintained current records of all students and staff using record management software.

Train and supervise all staff to make them familiar with policies and current educational standards

REASON FOR LEAVING:

Seeking professional employment more related to career goals

DATES: From 7/2012 To 8/2015	EMPLOYER: Oozles Jewelry	POSITION TITLE: Sales Associate
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 1601 Brinker Rd , Denton, Texas, 76209		
SUPERVISOR: Jessica Bannecker Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
HOURS PER WEEK: 30		

DUTIES:

Customer service including engaging customers to provide them what they need regarding product and quality services, promoting products and efficiently processing transactions

Promote products using social media including Twitter, Instagram, and Facebook

Count & balance the register and opening/closing store; prepare paperwork and

REASON FOR LEAVING:

Store closed

DATES: From: 6/2008 To: 7/2012	EMPLOYER: PerAm Realty	POSITION TITLE: Secretary
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Denton, Texas		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
HOURS PER WEEK: 40		

DUTIES:

Input tenant payments and keep detailed records of current accounts.

Create legal realty contracts.

Answer phone calls and make appointments.

REASON FOR LEAVING:

Higher Education

CERTIFICATES AND LICENSES

TYPE:

Notary Public, State of Texas

LICENSE NUMBER:

Notary ID 131874220

ISSUING AGENCY:

Skills

OFFICE SKILLS:

Typing 75
Data Entry:0

OTHER SKILLS:**LANGUAGE(S):**

ADDITIONAL INFORMATION

Technical

Over 6 years experience using the Odyssey and E-File systems.

REFERENCES

REFERENCE TYPE: Professional	NAME: Patti Bonner	POSITION: Assistant Supervisor
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: Professional	NAME: Ronnie Anderson	POSITION: Department Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: Professional	NAME: Meagan Barnett	POSITION: Financial Coordinator
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]

Agency-Wide Questions

- 1. Are you at least 18 years of age?**
Yes
- 2. Are you currently an employee with Denton County?**
Yes
- 3. If you answered "Yes" to question 2, which department do you currently work for? If not applicable, put N/A.**
County Clerk - Civil Department
- 4. Have you worked for Denton County previously?**
Yes
- 5. If you answered "Yes" to question 4, list the dates of service and the department in which you previously worked. If not applicable, put N/A.**
County Clerk Civil Department
- 6. Are you related by marriage or a blood relationship to any Denton County employee?**
No
- 7. If you answered "Yes" to question 6, please list relatives. If not applicable, put N/A.**
N/A
- 8. Have you been fired or asked to resign from a job within the last five (5) years?**
No
- 9. If you answered "Yes" to question 8, please explain. If not applicable, put N/A.**
N/A
- 10. Have you been convicted of a crime in the past ten (10) years, excluding misdemeanors and summary offenses, which has not been anulled, expunged or sealed by the Court?**
No
- 11. If you answered "Yes" to question 10, please explain. If not applicable, put N/A.**
N/A
- 12. Are you currently employed?**
Yes

13. On what date would you be available for work?

09/26/2022

14. Have you ever been bonded?

No

15. If you answered "Yes" to question 14, please provide dates and type of bond. If not applicable, put N/A.

N/A

16. Are you bilingual?

No

17. If you are bilingual, list what language(s). If not applicable, put N/A.

N/A

18. Typing Test Score

Job Specific Supplemental Questions

Failure to accept the acknowledgement statement below can result in your employment application being rejected for failure to meet the minimum qualifications as stated in the job posting. Your application for this employment opportunity will not be reconsidered if you fail to abide by the statements below. COMPLETED APPLICATION ACKNOWLEDGEMENT: I hereby acknowledge that I must complete ALL sections of the employment application, to include the supplemental questions. I understand that failure to enter all relevant work

experience in the work history section of the application will result in the rejection of my employment application. I understand that to knowingly make or cause to be made any false statement, omission, or misrepresentation of a material fact in any application, and/or its supplemental questions, shall be grounds for termination. I also understand that I must provide at least THREE references in the "REFERENCES" section of the application. Furthermore, I acknowledge that Denton County does NOT accept resumes in lieu of completed applications. Please enter your initials and today's date as acceptance of this acknowledgement. If you do not accept this acknowledgement, please understand that your application will be rejected.

MA 09/06/2022

2. Please indicate the highest level of education obtained:

Master's Degree

How many credit hours have you earned at an accredited college or university? This should include hours earned from completion of a degree, hours earned towards a degree, and/or hours earned but not in conjunction with a degree.

180-209 Credit Hours

I acknowledge that I must provide the Denton County Human Resources Department with an OFFICIAL transcript confirming hours completed as indicated in the question above, should an employment opportunity be offered and accepted. Please enter your initials and today's date as acknowledgement. If you did not indicate completion of credit hours, please enter N/A.

MA 09/06/2022

Please select the years of full-time experience you have as an administrative assistant, clerical or data entry support, including using general office procedures and computers at your workplace: NOTE: YOU MUST COMPLETE THE WORK HISTORY SECTION OF THE EMPLOYMENT APPLICATION TO INCLUDE THE VERIFIABLE FULL-TIME EQUIVALENT YEARS OF EXPERIENCE AS INDICATED OR BE DISQUALIFIED.

6 Years

6. Do you possess a valid driver's license?

Yes

Should you be selected for an interview, you will receive a phone call or email with all the necessary information for scheduling and attending your interview. Please see the acknowledgement below. Failure to accept the acknowledgement statement below can delay the processing of your application. By acknowledging the statement you understand you are responsible for checking your phone messages and email address (provided

7. during online application registration) for information pertaining to potential interviews for this job posting. To ensure proper delivery of emails please add jobs@dentoncounty.com to your email safe list. INTERVIEW ACKNOWLEDGEMENT: I hereby acknowledge that all interviews for this vacancy, will be communicated via phone or email. Please enter your initials and today's date as acceptance of this acknowledgement. If you do not accept this acknowledgement, please enter N/A.

MA 09/06/2022

8. I understand that no employment contract either expressed or implied is created should I be hired by Denton County. I understand that I will be required to pass a drug/alcohol and/or physical examination prior to employment. I also understand that if I am a new employee, I will be required to complete a six (6) month probationary period. I give my consent to Denton County to conduct a background investigation to include: contacting any current and/or previous institutional employers, reference checks, criminal searches and

verification of credentials. Please enter your initials and today's date as acceptance of this acknowledgement. If you do not accept this acknowledgement, please understand that your application will be rejected.

MA 09/06/2022

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of Denton County and will not be returned. I understand Denton County may contact prior employers and other references. I understand that I must notify the Human Resources Department of any changes in my name, address, or phone number.

This application was submitted by Michelle Leigh Arnett on 9/6/22 9:42 AM

Signature

Date

EMPLOYMENT APPLICATION



DENTON COUNTY
 1 Courthouse Dr
 Denton, Texas 76208
 940-349-3080
<https://dentoncounty.gov/jobs>
DeCuir, Victoria
22-220-I CHIEF ADMINISTRATOR - COMMISSIONER, PCT #4

Received: 9/2/22 11:00 AM
For Official Use Only:
 QUAL: _____
 DNQ: _____
 Experience
 Training
 Other: _____

PERSONAL INFORMATION

POSITION TITLE: CHIEF ADMINISTRATOR - COMMISSIONER, PCT #4	EXAM ID#: 22-220-I	
NAME: (Last, First, Middle) DeCuir, Victoria	SOCIAL SECURITY NUMBER: N/A	
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]	EMAIL ADDRESS: [REDACTED]	
HOME PHONE: [REDACTED]	NOTIFICATION PREFERENCE: Email	
DRIVER'S LICENSE: ■ Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: [REDACTED] Number: [REDACTED]	LEGAL RIGHT TO WORK IN THE UNITED STATES? ■ Yes <input type="checkbox"/> No
What is your highest level of education? Master's Degree		

PREFERENCES

ARE YOU WILLING TO RELOCATE? ■ Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe		
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular		
TYPES OF WORK YOU WILL ACCEPT: Full Time		
SHIFTS YOU WILL ACCEPT: Day		
OBJECTIVE: My objective is to apply my skills, experience, and education in public service for Denton County.		

EDUCATION

DATES: From: 8/2015 To: 12/2018	SCHOOL NAME: University of North Texas	
LOCATION:(City, State/Province) Denton , Texas	DID YOU GRADUATE? ■ Yes <input type="checkbox"/> No	DEGREE RECEIVED: Other
MAJOR: Graduate Academic Certificate - Archival Management		
DATES: From: 8/2015 To: 12/2018	SCHOOL NAME: University of North Texas	
LOCATION:(City, State/Province) Denton , Texas	DID YOU GRADUATE? ■ Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Information Science / Archiving		
DATES: From: 8/1999 To: 12/2005	SCHOOL NAME: University of North Texas	
LOCATION:(City, State/Province) Denton , Texas	DID YOU GRADUATE? ■ Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Art History		
DATES: From: 1/1995 To: 5/1997	SCHOOL NAME: University of North Texas	
LOCATION:(City, State/Province) Denton , Texas	DID YOU GRADUATE? ■ Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Art History/German		

WORK EXPERIENCE

DATES: From: 11/2020 To: Present	EMPLOYER: Denton County District Clerk	POSITION TITLE: Senior Clerk
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Denton, Texas		
SUPERVISOR: Maribel Villareal - Assistant Department Supervisor	MAY WE CONTACT THIS EMPLOYER? ■ Yes <input type="checkbox"/> No	
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 4	

DUTIES:

Serve as clerk to District courts by processing filings to create and maintain cases into dedicated case management systems. During criminal hearings, process judgments and plea documents, certify bills, and instruct defendants on next steps. Respond to inquiries from attorneys, ProSe filers, and other court professionals. Prepare and process complex issuances such as, writs, abstracts, subpoenas, and other filings for diverse types of cases including, Expunction, Non-Disclosure, and criminally related cases. Coordinate with the 2nd Court of Appeals in Fort Worth with timely filing of records. Lead team of deputy clerks. Answer questions and instruct junior clerks with complex procedures. Train new case filing clerks.

DATES: From: 8/2019 To: 11/2020	EMPLOYER: Denton County District Clerk	POSITION TITLE: Deputy Clerk I
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 1450 East McKinney, Ste. 1200, Denton, Texas, 76209		
SUPERVISOR: Maribel Villareal - Assistant Department Manager	MAY WE CONTACT THIS EMPLOYER? ■ Yes <input type="checkbox"/> No	
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED:	

DUTIES:

Accept documents for filing in the District Clerk's office; verify that all required supplemental forms have been completed and submitted at the time of filing. Review e-filing submissions on-line and accept or reject as necessary; process e-paperwork and accepted paperwork. Prepare, issue, and process paperwork, including, but not limited to, citations, subpoenas, temporary restraining orders, and notices; receive filed documents; scan documents; enter into software program. Collect court costs and fees. Assist with creating instructional documents and training.

Answer telephone and greet visitors; provide information or refer inquiries to appropriate personnel; route incoming calls and record messages; respond to emails and faxes as necessary. Utilize computerized data entry equipment and various word processing and file maintenance programs to enter, store, and/or retrieve information; maintain pertinent files and records; scan and copy documents as necessary; ensure files are complete and accurate.

REASON FOR LEAVING:

Promoted to Senior Clerk

DATES: From: 9/2017 To: 8/2019	EMPLOYER: University of North Texas	POSITION TITLE: Administrative Coordinator
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Denton, Texas, 76203		
SUPERVISOR: Nancy Ellis - Assistant to Department Chair	MAY WE CONTACT THIS EMPLOYER? ■ Yes <input type="checkbox"/> No	
HOURS PER WEEK: 30	# OF EMPLOYEES SUPERVISED: 1	

DUTIES:

Administrative coordination with multiple directors of the SBCP, along with two universities and two NGOs in Chile; coordinate all faculty travel, grant-funded projects, manage office; hire, train, and supervise hourly employee. Develop and implement file management and archiving procedures for Program documents. Manage budgets and expenditures; maintain website and social media; translate and copy edit for publication line; serve as on-site point of contact for students, faculty, and staff. Help plan and implement recruitment of students and faculty for annual study abroad experience and NSF-funded research opportunity.

REASON FOR LEAVING:

Graduating with Master's degree in Information Science and looking for professional position in non-profit or public service.

DATES: From: 5/2016 To: 8/2017	EMPLOYER: U.S.Art Company	POSITION TITLE: General Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Dallas, Texas, 76201		
PHONE NUMBER: 214-905-8430	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes ■ No	
HOURS PER WEEK: 50	SALARY: \$5,000.00/month	

DUTIES:

Serve as regional representative of industry-leading national fine-art storage and transport company. Hire, train, and supervise 10 employees, including office staff, art handlers and installers, technicians, and drivers. Manage operational budget and all expenses. Create regular financial and logistical reports. Manage multiple time-sensitive projects with simultaneous deadlines that involve coordinating people, schedules, objects, sites, and information. Oversee inventory of all art objects stored in, or transported

through, the storage facility using various proprietary databases and programs. Develop and improve processes for workflow, organization, and access to both temporary and long-term art storage. Organize and archive all related documents and images. Work with vendors to supply materials and services. Manage all aspects of multi-use facility and equipment. Meet regularly with art museum and gallery personnel to maintain and grow client base.

REASON FOR LEAVING:

Looking to return to non-profit management position in Denton.

DATES: From: 3/2007 To: 5/2016	EMPLOYER: University of North Texas Art Galleries	POSITION TITLE: Assistant Director
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Denton, Texas, 76201		
SUPERVISOR: Robert Milnes/Tracee W. Robertson - Dean (retired)/Gallery Director(no longer with UNT)	MAY WE CONTACT THIS EMPLOYER? ■ Yes <input type="checkbox"/> No	
HOURS PER WEEK: 40	SALARY: \$3,750.00/month	# OF EMPLOYEES SUPERVISED: 15

DUTIES:

Manage and oversee all aspects of preparation and logistics for exhibitions and events in two professional galleries, including securing legal agreements, transport and insurance arrangements, and scheduling labor and materials. Collaborate and coordinate with faculty, staff, and students across UNT's campuses. Communicate with regional, national, and international artists and their representatives to negotiate loans. Curate exhibitions and create didactic and teaching materials. Manage two art collections, including maintenance and conservation, accessioning and deaccessioning, multiple on and off-site storage locations, and all paper and digital records. Manage and maintain FileMaker databases. Manage on-campus lending program. Hire and supervise all hourly staff, vendors, and contractors. Supervise coordination of logistics and scheduling of three student art galleries with weekly rotating schedules throughout the academic year. Organize and manage all exhibition and collection documents and images into archives. Manage spending and financial reporting for local and grant-funded projects. Manage purchasing and payments processing through University procedures. Perform research and vetting of vendors and contractors. Interact with various media sources throughout DFW area to promote programs and events. Write press releases, educational essays, and project proposals, procedural manuals, and policies.

REASON FOR LEAVING:

Looking to expand experience.

DATES: From: 1/2009 To: 5/2016	EMPLOYER: University of North Texas	POSITION TITLE: Registrar
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Denton, Texas, 76203		
SUPERVISOR: Robert Milnes/Tracee W. Robertson - Dean (retired)/Gallery Director	MAY WE CONTACT THIS EMPLOYER? ■ Yes <input type="checkbox"/> No	
HOURS PER WEEK: 40		

DUTIES:

Concurrent with duties as Assistant Director of UNT Art Galleries: Assist with all aspects of selection and acquisition of new public art as purchases or commissions through the University's Percent for Art program, including installation logistics. Maintain public art collection, including: inventory, cataloging, conservation, and multiple storage locations. Organize and manage all research and collection records in print and digital formats. Supervise project managers, technicians, contractors, interns. Manage rotating exhibition in public spaces.

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

OFFICE SKILLS:

Typing:
Data Entry:

OTHER SKILLS:

LANGUAGE(S):
Spanish - ■ Speak ■ Read ■ Write

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

REFERENCE TYPE: Professional	NAME: Elayne Rush	POSITION:
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ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: Personal	NAME: Nicole Reagan	POSITION:
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: Professional	NAME: Jennifer Way	POSITION:
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]

Agency-Wide Questions

1. **Are you at least 18 years of age?**
Yes
2. **Are you currently an employee with Denton County?**
Yes
3. **If you answered "Yes" to question 2, which department do you currently work for? If not applicable, put N/A.**
District Clerk
4. **Have you worked for Denton County previously?**
No
5. **If you answered "Yes" to question 4, list the dates of service and the department in which you previously worked. If not applicable, put N/A.**
N/A
6. **Are you related by marriage or a blood relationship to any Denton County employee?**
No
7. **If you answered "Yes" to question 6, please list relatives. If not applicable, put N/A.**
N/A
8. **Have you been fired or asked to resign from a job within the last five (5) years?**
No
9. **If you answered "Yes" to question 8, please explain. If not applicable, put N/A.**
N/A
10. **Have you been convicted of a crime in the past ten (10) years, excluding misdemeanors and summary offenses, which has not been anulled, expunged or sealed by the Court?**
No
11. **If you answered "Yes" to question 10, please explain. If not applicable, put N/A.**
N/A
12. **Are you currently employed?**
Yes
13. **On what date would you be available for work?**
After providing current employer at least two weeks notice.
14. **Have you ever been bonded?**
No
15. **If you answered "Yes" to question 14, please provide dates and type of bond. If not applicable, put N/A.**
N/A
16. **Are you bilingual?**
Yes
17. **If you are bilingual, list what language(s). If not applicable, put N/A.**
Spanish
18. **Typing Test Score**

Job Specific Supplemental Questions

Failure to accept the acknowledgement statement below can result in your employment application being rejected for failure to meet the minimum qualifications as stated in the job posting. Your application for this employment opportunity will not be reconsidered if you fail to abide by the statements below. COMPLETED
APPLICATION ACKNOWLEDGEMENT: I hereby acknowledge that I must complete ALL sections of the employment application, to include the supplemental questions. I understand that failure to enter all relevant work

- experience in the work history section of the application will result in the rejection of my employment application. I understand that to knowingly make or cause to be made any false statement, omission, or misrepresentation of a material fact in any application, and/or its supplemental questions, shall be grounds for termination. I also understand that I must provide at least THREE references in the "REFERENCES" section of the application. Furthermore, I acknowledge that Denton County does NOT accept resumes in lieu of completed applications. Please enter your initials and today's date as acceptance of this acknowledgement. If you do not accept this acknowledgement, please understand that your application will be rejected.**

ved 9/2/2022

- Please indicate the highest level of education obtained:**

Master's Degree

How many credit hours have you earned at an accredited college or university? This should include hours earned from completion of a degree, hours earned towards a degree, and/or hours earned but not in conjunction with a degree.

240-269 Credit Hours

I acknowledge that I must provide the Denton County Human Resources Department with an OFFICIAL transcript confirming hours completed as indicated in the question above, should an employment opportunity be offered and accepted. Please enter your initials and today's date as acknowledgement. If you did not indicate completion of credit hours, please enter N/A.

ved 9/2/2022

Please select the years of full-time experience you have as an administrative assistant, clerical or data entry support, including using general office procedures and computers at your workplace: NOTE: YOU MUST COMPLETE THE WORK HISTORY SECTION OF THE EMPLOYMENT APPLICATION TO INCLUDE THE VERIFIABLE FULL-TIME EQUIVALENT YEARS OF EXPERIENCE AS INDICATED OR BE DISQUALIFIED.

15 Years or more

- Do you possess a valid driver's license?**

Yes

Should you be selected for an interview, you will receive a phone call or email with all the necessary information for scheduling and attending your interview. Please see the acknowledgement below. Failure to accept the acknowledgement statement below can delay the processing of your application. By acknowledging the statement you understand you are responsible for checking your phone messages and email address (provided

- 7. during online application registration) for information pertaining to potential interviews for this job posting. To ensure proper delivery of emails please add jobs@dentoncounty.com to your email safe list. INTERVIEW ACKNOWLEDGEMENT: I hereby acknowledge that all interviews for this vacancy, will be communicated via phone or email. Please enter your initials and today's date as acceptance of this acknowledgement. If you do not accept this acknowledgement, please enter N/A.**

ved 9/2/2022

I understand that no employment contract either expressed or implied is created should I be hired by Denton County. I understand that I will be required to pass a drug/alcohol and/or physical examination prior to employment. I also understand that if I am a new employee, I will be required to complete a six (6) month probationary period. I give my consent to Denton County to conduct a background investigation to include: contacting any current and/or previous institutional employers, reference checks, criminal searches and verification of credentials. Please enter your initials and today's date as acceptance of this acknowledgement. If you do not accept this acknowledgement, please understand that your application will be rejected.

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The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of Denton County and will not be returned. I understand Denton County may contact prior employers and other references. I understand that I must notify the Human Resources Department of any changes in my name, address, or phone number.

This application was submitted by Victoria DeCuir on 9/2/22 11:00 AM

Signature

Date

EMPLOYMENT APPLICATION



DENTON COUNTY
 1 Courthouse Dr
 Denton, Texas 76208
 940-349-3080
<https://dentoncounty.gov/jobs>
Turkoly, Stacy
22-220-I CHIEF ADMINISTRATOR - COMMISSIONER, PCT #4

Received: 9/2/22 9:50 AM
For Official Use Only:
 QUAL: _____
 DNQ: _____
 Experience
 Training
 Other: _____

PERSONAL INFORMATION

POSITION TITLE: CHIEF ADMINISTRATOR - COMMISSIONER, PCT #4	EXAM ID#: 22-220-I	
NAME: (Last, First, Middle) Turkoly, Stacy	SOCIAL SECURITY NUMBER: N/A	
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]	EMAIL ADDRESS: [REDACTED]	
HOME PHONE: [REDACTED]	NOTIFICATION PREFERENCE: Email	
DRIVER'S LICENSE: ■ Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: [REDACTED] Number: [REDACTED]	LEGAL RIGHT TO WORK IN THE UNITED STATES? ■ Yes <input type="checkbox"/> No
What is your highest level of education? Bachelor's Degree		

PREFERENCES

ARE YOU WILLING TO RELOCATE? ■ Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular
TYPES OF WORK YOU WILL ACCEPT: Full Time
SHIFTS YOU WILL ACCEPT: Day
OBJECTIVE: To contribute to your organization's success through the efficient use of previous experience and skills.

EDUCATION

DATES: From: 8/2001 To: 11/2002	SCHOOL NAME: North Central Texas College	
LOCATION:(City, State/Province) Gainesville, Texas	DID YOU GRADUATE? ■ Yes <input type="checkbox"/> No	DEGREE RECEIVED: Certification
MAJOR: Cosmetology		
DATES:	SCHOOL NAME: Texas Women's University	
LOCATION:(City, State/Province) Denton, Texas	DEGREE RECEIVED: Professional	
MAJOR: Teaching Certification Coursework		
DATES:	SCHOOL NAME: Midwestern State University	
LOCATION:(City, State/Province) Wichita Falls, Texas	DID YOU GRADUATE? ■ Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Education/Science		

WORK EXPERIENCE

DATES: From: 6/2018 To: Present	EMPLOYER: Denton County Sheriff's Office	POSITION TITLE: Sheriff's Media Specialist
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 127 N. Woodrow Lane, Denton, Texas, 76205		
PHONE NUMBER: 940-349-1620	SUPERVISOR: Gerald Wright - Sergeant	MAY WE CONTACT THIS EMPLOYER? ■ Yes <input type="checkbox"/> No

HOURS PER WEEK:

40

DUTIES:

Answers media inquiries and public information requests.
 Answers calls for information originally directed to dispatchers.
 Writes press releases about crimes and department.
 Confers with sheriff and other supervisors about media and public information matters.
 Confers with employees at all levels to gather and classify requested information.
 Responds to inquiries in accordance with the State Open Records Law including researching and preparing news releases and coordinating interviews and press conferences.
 Coordinates news conferences and/or interviews for Sheriff's Office and NCTNTF officials, acquiring use of appropriate site, coordinating availability of necessary equipment, and notifying and briefing appropriate media representatives; may make oral statements to assembled media representatives.
 Initiates, educates, and tracks legislative initiatives on a local, state and federal level in matters that affect the Denton County Sheriff's Office.

DATES: From: 9/2017 To: 6/2018	EMPLOYER: Denton County Sheriff's Office	POSITION TITLE: Personnel Assistant
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 127 N. Woodrow Lane, Denton, Texas, 76205		
PHONE NUMBER: 940-349-1550	SUPERVISOR: Kelly Fair - Captain	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40		

DUTIES:

Processes applications; utilizes computer to obtain background information on job applicants; ensures compliance with TCLEOSE requirements concerning applicants.
 Researches and prepares reports on demographics for the Sheriff's Office.
 Processes and submits necessary forms and records for personnel actions pertaining to Sheriff Office employees, such as hiring, terminations, and salary changes.
 Creates order making appointments; verifies information on order makers.
 Posts job vacancy announcements; distributes and receives employment applications and related paperwork; administers standardized tests, schedules interviews and hiring review boards, as necessary.
 Answers phones and greets visitors, receiving inquiries and provides information or referring callers to proper official as appropriate; records and relays messages, as appropriate.
 Utilizes computerized data entry equipment and various word processing, spreadsheet and/or file maintenance programs to enter, store and /or retrieve information as requested or otherwise necessary; summarizes information for standard reports and financial statements, selecting data from varied sources.
 Processes outgoing mail, including preparing photocopies and collating materials.
 Schedules meetings and appointments of staff; provides contact, address, phone number, and negotiates changes as needed.
 Maintains office supply inventories; completes requisitions and purchase orders; receives and checks supply orders and maintains dated records.

REASON FOR LEAVING:

Promotion

DATES: From: 9/2015 To: 9/2017	EMPLOYER: Denton County Sheriff's Office	POSITION TITLE: Administrative Specialist II
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 127 N. Woodrow Lane, Denton, Texas, 76205		
PHONE NUMBER: 9403491620	SUPERVISOR: Sherry Cochran - Chief Administrator	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$2,834.42/month	# OF EMPLOYEES SUPERVISED: 0

DUTIES:

Answers incoming calls, greets visitors and answers inquiries related to the county or specific department, and directs visitors to correct employee or department as necessary.

Processes incoming and outgoing mail; routes mail to proper recipient.

Utilizes computerized data entry equipment and various word processing, spreadsheet and/or file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary; establishes and maintains files.

Maintains office supply inventories, ordering and distributing supplies as necessary.

Plans and coordinates training and travel for the department personnel and maintains records accordingly.

Prepares and maintains a variety of personnel files for the Sheriff's Office.

Supports purchasing and inventory ensuring that proper procedures and policies are followed in regards to budgets for the Sheriff's Office.

REASON FOR LEAVING:

Promotion

DATES: From: 8/2012 To: 8/2015	EMPLOYER: State Farm	POSITION TITLE: Insurance Sales Agent and Customer Service
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 809 N 7th Street, Sanger, Texas, 76266		
PHONE NUMBER: 940-458-1900	SUPERVISOR: Russel CeBallo - Agent/ Business Owner	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 1	
DUTIES: Insurance Sales Interview prospective clients to obtain data about their financial resources and needs, the physical condition of the person or property to be insured, and to discuss any existing coverage. Customer Service including answering phones, inputting data for customers, handling billing, recording claims, making changes to policies and resolve billing complaints. Customize insurance programs to suit individual customers. Call on policyholders to deliver and explain policy, analyze insurance programs and suggest additions or changes. Confer with clients to obtain and provide information when claims are made on a policy. Monitor insurance claims to ensure they are settled equitably for both the client and the insurer. Sell various types of insurance policies to businesses and individuals on behalf of insurance companies or specialized policies. Perform administrative tasks, such as maintaining records and handling policy renewals. Attend meetings, seminars and programs to learn about new products and services, learn new skills, and receive technical assistance in developing new accounts.		
REASON FOR LEAVING: Hired by Denton County Sheriff's Office		
DATES: From: 11/2002 To: 8/2012	EMPLOYER: Bombshell Salon	POSITION TITLE: Cosmetologist
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Sanger, Texas, 76266		
SUPERVISOR: Self-employed	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
HOURS PER WEEK: 8		
DUTIES: Supervised and coordinated operations of the salon. Maintain employee timesheets, absentee and tardy records. Scheduled weekly meetings; ensured that policies and procedures were understood and followed correctly. Carried out the daily operations of the salon in conjunction with company mission, vision, and values. Oversaw training and general job performance of Technicians and Guest Services personnel. Managed all daily tasks and verified specific projects which were delegated out. Hired, reviewed, corrected, and de-hired company personnel. Performed monthly One on Ones with staff and provide stats. Performed stylist duties such as cuts, chemical services, styles, etc.		
DATES: From: 2/2011 To: 2/2012	EMPLOYER: Richard J Perry, D.O., P.A	POSITION TITLE: Receptionist/Front Office Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 1630 W Chapman Dr, Sanger, Texas		
PHONE NUMBER: 940-458-7447	SUPERVISOR: Richard Perry DO,PA	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40		
DUTIES: Greeted customers and other personnel by phone, in person. Explained services, processes, procedures and guidelines. Handled requests or directed the person or matter to the proper sources. Assisted in resolving problems and ensuring satisfactory customer service. Processed forms or applications to ensure accuracy and completeness; verified data, fees or payments, entered data and filed paperwork. Worked with patients and third party insurances to verify benefits and payments. Kept accurate records and filing systems. Received and tracked incoming payments, receipts and made proper distribution of records and funds. Assisted in sending out and replying to letters, and maintained records for accounts.		
DATES: From: 8/2000 To: 6/2001	EMPLOYER: Garland ISD	POSITION TITLE: Algebra Math Teacher
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Rowlett, Texas		
MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
HOURS PER WEEK: 40		
DUTIES: Used a variety of visual aids, textbooks and creative projects to put together informative and engaging lesson plans. Prepared material for presentations. Completed a syllabus within the academic year. Taught students in such a manner that they understood the subject and gained knowledge. Assigned homework and other assignments and provided feedback to students. Gave tips to students to improve their performance. Prioritized teaching methods. Kept records of student activities in accordance with laws and school policies.		

Participated in departmental meetings, parents' evenings and whole school training events. Completed parent and student counseling.

DATES: From: 8/1999 To: 6/2000	EMPLOYER: Wesleyan Christian Academy	POSITION TITLE: Teacher
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Rowlett, Texas		
HOURS PER WEEK: 40		
DUTIES: Stayed abreast and current with developments in each subject area, new resources, methods and national objectives. Participated in regular observation and in-service training as a part of continuing professional development. Used a variety of visual aids, textbooks and creative projects to put together informative and engaging lesson plans. Prepared material for presentations. Completed a syllabus within the academic year. Taught students in such a manner that they understood the subject and gained knowledge on a variety of subjects. Assigned homework and other assignments and provided feedback to students. Gave tips to students to improve their performance. Prioritized teaching methods. Completed parent and student counseling. Kept records of student activities in accordance with laws and school policies.		
DATES: From: 8/1997 To: 6/1999	EMPLOYER: Kemp ISD	POSITION TITLE: Algebra Math Teacher
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Kemp, Texas		
HOURS PER WEEK: 40		
DUTIES: Used a variety of visual aids, textbooks and creative projects to put together informative and engaging lesson plans. Prepared material for presentations. Completed a syllabus within the academic year. Taught students in such a manner that they understood the subject and gained knowledge. Assigned homework and other assignments and provided feedback to students. Gave tips to students to improve their performance. Prioritized teaching methods. Kept records of student activities in accordance with laws and school policies. Participated in departmental meetings, parents' evenings and whole school training events. Completed parent and student counseling.		
DATES: From: 8/1995 To: 8/1996	EMPLOYER: Waskom High School	POSITION TITLE: Teacher
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 980 School Ave., Waskom, Texas, 75692		
PHONE NUMBER: 903-687-3361	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
HOURS PER WEEK: 40		
DUTIES: Used a variety of visual aids, textbooks and creative projects to put together informative and engaging lesson plans. Prepared material for presentations. Completed a syllabus within the academic year. Taught students in such a manner that they understood the subject and gained knowledge. Assigned homework and other assignments and provided feedback to students. Gave tips to students to improve their performance. Prioritized teaching methods. Kept records of student activities in accordance with laws and school policies. Participated in departmental meetings, parents' evenings and whole school training events. Completed parent and student counseling.		
REASON FOR LEAVING: Relocated		

CERTIFICATES AND LICENSES

TYPE: Insurance License (General Lines Agent- Property and Casualty)	
LICENSE NUMBER: 1805624	ISSUING AGENCY: Texas Department of Insurance
TYPE: Texas Cosmetology License	
LICENSE NUMBER: 1252902	ISSUING AGENCY: Texas Department of Licensing and Regulation

Skills

OFFICE SKILLS: Typing:55 Data Entry:0	
OTHER SKILLS:	
LANGUAGE(S):	

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

REFERENCE TYPE: Professional	NAME: Russel CeBallos	POSITION: Insurance Agent
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
EMAIL ADDRESS: [REDACTED]	PHONE NUMBER: [REDACTED]	
REFERENCE TYPE: Personal	NAME: Larry Murphree	POSITION: Retired
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
EMAIL ADDRESS: [REDACTED]	PHONE NUMBER: [REDACTED]	
REFERENCE TYPE: Personal	NAME: Susie Mays	POSITION: Account Executive
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
EMAIL ADDRESS: [REDACTED]	PHONE NUMBER: [REDACTED]	

Agency-Wide Questions

- 1. Are you at least 18 years of age?**
Yes
- 2. Are you currently an employee with Denton County?**
Yes
- 3. If you answered "Yes" to question 2, which department do you currently work for? If not applicable, put N/A.**
Sheriff's Office
- 4. Have you worked for Denton County previously?**
No
- 5. If you answered "Yes" to question 4, list the dates of service and the department in which you previously worked. If not applicable, put N/A.**
N/A
- 6. Are you related by marriage or a blood relationship to any Denton County employee?**
Yes
- 7. If you answered "Yes" to question 6, please list relatives. If not applicable, put N/A.**
Gabrielle Jones - married to my sister's stepson
- 8. Have you been fired or asked to resign from a job within the last five (5) years?**
No
- 9. If you answered "Yes" to question 8, please explain. If not applicable, put N/A.**
N/A
- 10. Have you been convicted of a crime in the past ten (10) years, excluding misdemeanors and summary offenses, which has not been anulled, expunged or sealed by the Court?**
No
- 11. If you answered "Yes" to question 10, please explain. If not applicable, put N/A.**
N/A
- 12. Are you currently employed?**
Yes
- 13. On what date would you be available for work?**
asap
- 14. Have you ever been bonded?**
No

15. If you answered "Yes" to question 14, please provide dates and type of bond. If not applicable, put N/A.

N/A

16. Are you bilingual?

No

17. If you are bilingual, list what language(s). If not applicable, put N/A.

N/A

18. Typing Test Score

Job Specific Supplemental Questions

Failure to accept the acknowledgement statement below can result in your employment application being rejected for failure to meet the minimum qualifications as stated in the job posting. Your application for this employment opportunity will not be reconsidered if you fail to abide by the statements below. COMPLETED APPLICATION ACKNOWLEDGEMENT: I hereby acknowledge that I must complete ALL sections of the employment application, to include the supplemental questions. I understand that failure to enter all relevant work experience in the work history section of the application will result in the rejection of my employment application. I understand that to knowingly make or cause to be made any false statement, omission, or misrepresentation of a material fact in any application, and/or its supplemental questions, shall be grounds for termination. I also understand that I must provide at least THREE references in the "REFERENCES" section of the application. Furthermore, I acknowledge that Denton County does NOT accept resumes in lieu of completed applications.

1. Please enter your initials and today's date as acceptance of this acknowledgement. If you do not accept this acknowledgement, please understand that your application will be rejected.
ST 09/02/2022

2. Please indicate the highest level of education obtained:

Bachelor's Degree

3. How many credit hours have you earned at an accredited college or university? This should include hours earned from completion of a degree, hours earned towards a degree, and/or hours earned but not in conjunction with a degree.

120-149 Credit Hours

4. I acknowledge that I must provide the Denton County Human Resources Department with an OFFICIAL transcript confirming hours completed as indicated in the question above, should an employment opportunity be offered and accepted. Please enter your initials and today's date as acknowledgement. If you did not indicate completion of credit hours, please enter N/A.
ST 09/02/2022

5. Please select the years of full-time experience you have as an administrative assistant, clerical or data entry support, including using general office procedures and computers at your workplace: NOTE: YOU MUST COMPLETE THE WORK HISTORY SECTION OF THE EMPLOYMENT APPLICATION TO INCLUDE THE VERIFIABLE FULL-TIME EQUIVALENT YEARS OF EXPERIENCE AS INDICATED OR BE DISQUALIFIED.

15 Years or more

6. Do you possess a valid driver's license?

Yes

7. Should you be selected for an interview, you will receive a phone call or email with all the necessary information for scheduling and attending your interview. Please see the acknowledgement below. Failure to accept the acknowledgement statement below can delay the processing of your application. By acknowledging the statement you understand you are responsible for checking your phone messages and email address (provided during online application registration) for information pertaining to potential interviews for this job posting. To ensure proper delivery of emails please add jobs@dentoncounty.com to your email safe list. INTERVIEW ACKNOWLEDGEMENT: I hereby acknowledge that all interviews for this vacancy, will be communicated via phone or email. Please enter your initials and today's date as acceptance of this acknowledgement. If you do not accept this acknowledgement, please enter N/A.
ST 09/02/2022

8. I understand that no employment contract either expressed or implied is created should I be hired by Denton County. I understand that I will be required to pass a drug/alcohol and/or physical examination prior to employment. I also understand that if I am a new employee, I will be required to complete a six (6) month probationary period. I give my consent to Denton County to conduct a background investigation to include: contacting any current and/or previous institutional employers, reference checks, criminal searches and verification of credentials. Please enter your initials and today's date as acceptance of this acknowledgement. If you do not accept this acknowledgement, please understand that your application will be rejected.
ST 09/02/2022

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the

best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of Denton County and will not be returned. I understand Denton County may contact prior employers and other references. I understand that I must notify the Human Resources Department of any changes in my name, address, or phone number.

This application was submitted by Stacy Turkoly on 9/2/22 9:50 AM

Signature _____

Date _____