

EMPLOYMENT APPLICATION



CITY OF EL PASO
300 N. Campbell
El Paso, Texas 79901
915-212-0045
<http://www.elpasotexas.gov>
Nunez, Leonel
A7718-0322 ASSOCIATE MUNICIPAL JUDGE

Received: 3/29/22 4:44 PM
For Official Use Only:
QUAL: _____
DNO: _____
 Experience
 Training
 Other: _____

PERSONAL INFORMATION

POSITION TITLE: ASSOCIATE MUNICIPAL JUDGE		EXAM ID#: A7718-0322
NAME: (Last, First, Middle) Nunez, Leonel		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		EMAIL ADDRESS: [REDACTED]
HOME PHONE: [REDACTED]		
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: TX 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

MINIMUM COMPENSATION: \$130,000.00 per year	ARE YOU WILLING TO RELOCATE? <input checked="" type="checkbox"/> 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	

EDUCATION

DATES: From: 8/2013 To: 12/2015	SCHOOL NAME: Arizona Summit Law School	
LOCATION: (City, State/Province) Phoenix, Arizona	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Professional
MAJOR: JD		
DATES: From: 8/2011 To: 5/2013	SCHOOL NAME: St. Mary's University	
LOCATION: (City, State/Province) San Antonio, Texas	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Public Administration		
DATES: From: 8/2008 To: 5/2012	SCHOOL NAME: St. Mary's University	
LOCATION: (City, State/Province) San Antonio, Texas	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Political Science and International Relations		

WORK EXPERIENCE

DATES: From: 2/2017 To: Present	EMPLOYER: Law Offices of Felix Valenzuela	POSITION TITLE: Associate
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Wells Fargo Plaza, 221 N Kansas St # 1200, El Paso, Texas, 79901		
PHONE NUMBER: (915) 209-2719	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
HOURS PER WEEK: 30		
DUTIES: <ul style="list-style-type: none"> Felix Valenzuela specializes in criminal defense, white-collar crime, and appeals Assisted Mr. Valenzuela in preparation of trial materials Drafted memorandums and conducted in-depth research Assisted with Spanish speaking client 		
DATES: From: 6/2019 To: 2/2022	EMPLOYER: Benjamin Law Firm	POSITION TITLE: Attorney

ADDRESS: (Street, City, State/Province, Zip/Postal Code) 609 Myrtle, El Paso, Texas, 79901		
PHONE NUMBER: [REDACTED]	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
HOURS PER WEEK: 70		
DUTIES: - Represented clients in trial and other court matters in the U.S. Western District of Texas and in the County and District Courts of the State of Texas - Managed a team of paralegals and support staff - Drafted legal documents for court hearings and negotiated with US Attorneys and State Attorneys - Managed billing for both regained and appointed clients.		
DATES: From: 5/2017 To: 6/2019	EMPLOYER: El Paso District Attorneys Office	POSITION TITLE: Assistant District Attorney
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 500 E San Antonio, El Paso, Texas, 79901		
PHONE NUMBER: 915-546-2059	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
HOURS PER WEEK: 40		
DUTIES: - Analyze, prepare, and present criminal cases in contested and non-contested hearings. - Interview witnesses, law enforcement, and victims to collect evidence to prosecute - Draft legal documents for court settings and negotiated with defense counsels - present witnesses, cross examine witnesses and make arguments in court.		
DATES: From: 8/2016 To: 12/2016	EMPLOYER: Lopez Molinar & Saroldi PLLC	POSITION TITLE: Legal Clerk
ADDRESS: (Street, City, State/Province, Zip/Postal Code) El Paso, Texas		
SUPERVISOR: Mario Ortiz Saroldi - Partner	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
HOURS PER WEEK: 30		
DUTIES: • Met and advised current and prospect clients under the supervision of Partner Mario Ortiz Saroldi • Assisted Partner in preparation of pre trial and trial materials • Drafted memorandums • Conducted in depth legal research		
DATES: From: 12/2015 To: 3/2016	EMPLOYER: Molera Alvarez Group	POSITION TITLE: Fellowship
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Phoenix , Arizona		
SUPERVISOR: James Ahlers - General Counsel and VP of Global Initiatives	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
HOURS PER WEEK: 25		
DUTIES: • Research Assistant for James Ahlers, General Counsel & Vice President of Global Initiatives • Worked with client on extensive project research and drafted memorandum for proposal		
REASON FOR LEAVING: Relocated		
DATES: From: 8/2012 To: 5/2013	EMPLOYER: St. Mary's University, Public Administration Department	POSITION TITLE: Graduate / Research Assistant
ADDRESS: (Street, City, State/Province, Zip/Postal Code) San Antonio , Texas		
PHONE NUMBER: (210) 431-8028	SUPERVISOR: Arturo Vega - Professor and Chair of St. Mary's University Pubic Administration Graduate Program	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 30		
DUTIES: • Conducted extensive research primarily on census and demographic studies through the use databases, including Lexus/Nexus and JSTOR • Data bank management with statistical software such as SPSS Statistics for statistical analysis • Helped coordinate and manage on-campus events with DNC Keynote Speaker Julian Castro and Red McCombs		
REASON FOR LEAVING: Graduated		

TYPE: Texas Licensed Attorney	
LICENSE NUMBER: 24104056	ISSUING AGENCY: Texas Supreme Court

Skills	
OFFICE SKILLS: Typing: 55 Data Entry: 0	
OTHER SKILLS:	
LANGUAGE(S): Spanish - <input checked="" type="checkbox"/> Speak <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write	

ADDITIONAL INFORMATION	
Nothing Entered For This Section	

REFERENCES		
REFERENCE TYPE: Professional	NAME: Omar Carmona	POSITION: Esq.
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 221 N. Franklin Suite 1200, El Paso, Texas		
EMAIL ADDRESS:		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: Professional	NAME: Arturo Vega	POSITION: Dr.
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS:		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: Professional	NAME: James Ahlers	POSITION: Esq.
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS:		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: Professional	NAME: Daniel Robledo	POSITION: Presiding Municipal Court Judge
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS:		PHONE NUMBER: [REDACTED]

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 the City of El Paso and will not be returned. I understand that the City of El Paso may contact prior employers and other references. I understand that completion of this Application for Employment does not guarantee that I will be employed by the City of El Paso. I hereby affirm that my answers to these statements and questions are true and correct to the best of my knowledge. I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably. I understand that any misrepresentation, deception, or false statement made in this Employment Application may result in my not being considered for employment, and if not discovered by the Company until after my becoming employed, is grounds for, and may result in, my immediate termination.

Application time limit: I understand that application forms are active for the length of the eligible list which is normally six months unless otherwise stated. All persons must reapply after that period.

Falsification: I understand that falsification of information listed on my application or presented to the City of El Paso can be grounds for serious reprimand or termination.

Employment testing: I understand that all required drug tests, pencil-and-paper tests, physical exams, or electronic or other tests will be used in the employment decision.

Condition of Employment: I understand that I must provide official proof of Education (transcripts, diplomas, certificates), driver's license (if required), within 3 days of being contacted with a job offer.

This application was submitted by Leonel Nunez on 3/29/22 4: 44 PM

Leonel Nunez Jr. Esq.

Education

Arizona Summit Law School, Phoenix Arizona

Juris Doctor

Graduated December 2015

St. Mary's University, San Antonio Texas

Masters in Public Administration

Bachelor of Arts in Political Science

Bachelor of Arts in International Relations

Graduated May 2013

Graduated May 2012

- Honors:

- Presidential Scholarship Award
- National Honor Society of Leadership

- Activities:

- St. Mary's University NCAA Soccer Scholarship
- Phi Alpha Delta Pre – Law Fraternity
- Mexican Student Association

Skills

- Fluent in Spanish
- Federal Court
- Legal Research
- Litigation
- Communication
- Negotiation

Professional Experience

Then Benjamin Law Firm

Attorney

June 2019 – February 2022

- Represented clients in trial and other court matters in the U.S. Western District of Texas and in the County and District Courts of the State of Texas
- Managed a team of paralegals and support staff
- Drafted legal documents for court hearings and negotiated with US Attorneys and State Attorneys
- Managed billing for both retained and appointed clients

El Paso County District Attorney's Office

Assistant District Attorney

May 2017 – June 2019

- Analyze, prepare and present criminal cases in contested and non-contested hearings
- Interview witnesses, law enforcement, and victims to collect evidence to prosecute
- Draft legal documents for court settings and negotiated with defense counsels
- Present witnesses, cross examine witnesses and make arguments in court

The Law Office of Felix Valenzuela, El Paso, Texas

Legal Clerk

February 2017 – May 2017

- Felix Valenzuela specializes in criminal defense, white-collar crime, and appeals
- Assisted Mr. Valenzuela in preparation of trial materials
- Drafted memorandums and conducted in-depth research
- Assisted with Spanish speaking client

Leonel Nunez Jr. Esq.

Lopez Molinar & Saroldi PLLC, El Paso, Texas

August 2016 – December 2016

Legal Clerk

- Met with current and prospect clients under the supervision of Partner Mario Ortiz Saroldi
- Assisted Partner in preparation of pre-trial and trial materials
- Drafted memorandums and conducted in-depth legal research

Molera Alvarez Group, Phoenix, Arizona

December 2015 – March 2016

Fellowship

- Research Assistant for James Ahlers, General Counsel & Vice President of Global Initiatives
- Worked with client on extensive project research and drafted memorandum for proposal

Guajardo, Johnson, & Associates, LLC Phoenix, Arizona

May 2014 – August 2014

Legal Extern

- Advised clients on completion of immigration forms
- Assisted attorneys in preparation of pre-trial materials
- Drafted memoranda regarding family based immigration
- Researched immigration law issues
- Wrote motions and memoranda for criminal defense matters

St. Mary's University, Public Administration Department, San Antonio, Texas

August 2012 – May 2013

Graduate Research Assistant

- Conducted extensive research primarily on census and demographic studies through the use databases, including Lexus/Nexus and JSTOR
- Data bank management with statistical software such as SPSS Statistics for statistical analysis
- Helped coordinate and manage on-campus events with DNC Keynote Speaker Julian Castro and Red McCombs

Denton, Navarro, Rocha, Bernal, Hyde & Zech, P.C. San Antonio, Texas

May 2012 – August 2012

Office Assistant

- Worked in a fast paced environment and successfully met deadlines
- Created and enhanced "Operating Policies and Procedures" book for all employees to create efficiency and organization
- Helped address problems found in procedures book and generate new ideas of enhancing the workflow of the office

Office of Bexar County Judge Nelson Wolff, San Antonio, Texas

May 2011- December 2011

Assistant

- Researched a variety of topics regarding the San Antonio area and the city's political issues
- Maintained and organized files of each department that work with the Office of the County Judge
- Managed office correspondence flows
- Attended events such as the South West Voters Registration Project on behalf of County Judge