

**DAVID A. ESCAMILLA**  
COUNTY ATTORNEY

RANDY T. LEAVITT  
FIRST ASSISTANT

JAMES W. COLLINS  
EXECUTIVE ASSISTANT

314 W. 11<sup>TH</sup> STREET  
GRANGER BLDG., SUITE 420  
AUSTIN, TEXAS 78701

P. O. BOX 1748  
AUSTIN, TEXAS 78767

(512) 854-9513  
FAX: (512) 854-4808



**ENFORCEMENT DIVISION**

KEVIN W. MORSE, DIRECTOR

SHARON TALLEY

GARY D. MARTIN

TIM LABADIE

NEIL KUCERA

SARAH ECKHARDT

June 21, 2005

David Escamilla  
Travis County Attorney

Via hand delivery

RE: Resignation

Dear David:

As we discussed at the beginning of this month, I am resigning as an Assistant Travis County Attorney. My last day will be July 5, 2005. I have gained a great deal of experience under you in your capacities as First Assistant and as County Attorney. I have the utmost respect for you. If I can be of service to you as a "civilian," please do not hesitate to call (home number: [REDACTED])

Also, I'd be delighted to see you and [REDACTED] at my house on July 1 after work for a little "emancipation celebration." We'll be dining on beer, tamales, and war stories.

Sincerely,

  
Sarah Eckhardt

## ATTACHMENT B

## Travis County Pay Determination Guide

Department # 19 Department Name County Attorney

(Please check one)

☒ New Hire ☐ Reinstatement ☐ Promotion ☒ Career Ladder ☐ Voluntary Job Change ☐ Lateral Transfer  
☐ Temporary Assignment ☐ Career Ladder ☐ Classification Change ☐ Transition from POPS to Regular Pay Scale

Employee's Name Sarah EckhardtEIN  
SSN14505Position Title 9 Atty IIPay Grade 24 Slot 13Prev Pos Title (if applicable): 9 Atty IVPG 23

Does Employee Applicant Meet Minimum Qualifications from Job Description

Yes ☒No ☐

Factors to Consider in determining pay placement within the pay grade range

Description of Relevant Factors Used for Determining Pay Placement

## 1) Relevant Education

- J.D.

Univ. of Texas

1998

## 2) Relevant experience (including certification)

- Masters Degree in Public Affairs

Univ. of Texas

1998

Paralegal  
Law Clerk  
Law Clerk  
Legal Assist.

Herrick, Feinstein (NYC)  
Transactions TCAO  
Crim. Appeals TCAO  
Rep. Dan Kubiak

1993-1999 Cisca  
1995-1996 " "  
1996-1998 " "  
1997

## 3) Relevant skill sets

Attorney  
Attorney  
Attorney

Criminal Trials TCAO  
Protective Orders TCAO  
Enforcement TCAO

1998-2000  
2000-2002  
2002-present

## 4) Other relevant extraordinary skills

Civil & Criminal trial, Appellate, Post-judgment Collections, Environmental Enforcement, Legal Writing

## 5) Other specific, measurable job related standards beyond the minimum requirements

Public speaking &amp; presentation

Pay Grade 24 Level min Salary \$ 60,278.40Reviewed by Supervisor C. [Signature]Date 11-23-04

Department Head Signature

[Signature]Date 11-24-04

**TRAVIS COUNTY  
APPLICANT - EMPLOYEE INFORMATION FORM**

1. NAME: SARAH ECKHARDT

SOCIAL SECURITY #: [REDACTED]

2. POSITION TITLE: Attorney

3. EXPERIENCE (Please be specific, to include years and months):

appt- Dates: 1984 - 1994 Experience: Charter member, actor and director in David Mamet's Atlantic Theater Co. N.Y.C./Chicago/Vermont  
 " 1986 - 1994 Owner/manager of Nadine's Restaurant, N.Y.C. w/ staff of more than 20  
 " 199 - 1994 Paralegal - Herrick, Feinstein (N.Y.C. law firm), litigation section  
 " Dates: 1995 - 1996 Experience: Law Clerk - TCAO, transactions division  
 " 1996 - 1998 Law Clerk - TCAO, criminal appeals division  
1997 Legal Asst to Representative Dan Kubiak  
 Dates: 1998 - 2000 Experience: Attorney - TCAO, criminal trial courts  
2000 - 2002 Attorney - TCAO, protective orders  
2002 - present Attorney - TCAO, enforcement division

4. EDUCATION:

Education	Name of School	# Hrs.	Degree	Field of Study
High School or GED	H.S. for the PERF. & VISUAL ARTS		Diploma	DRAMA
College or University	NEW YORK UNIV.		BFA	THEATRE
Graduate School	UNIV. OF TX UNIV. OF TX		J.D. MASTERS	LAW PUBLIC AFFAIRS

5. RELEVANT ADDITIONAL SKILLS, OR CERTIFICATIONS:

Public speaking & presentation		

I certify that I have made no willful misrepresentation in this form. I am aware that the information given by me on this form may be verified, and that any misrepresentation may result in salary reduction and/or legal consequences, including termination.

Sarah Eckhardt  
Signature of Applicant/Employee

11/23/04  
Date

7/30/02  
8:25:00

Hire Date: 09/02/1997  
Eligible to work: Y  
CC Date: 08/06/2002

Comment. . . . .:

NEW STATUS

Authorized Posn. Code . . . . .	: 19029	:	21030
Authorized Posn. Title . . . . .	: ASST COUNTY ATTORNEY III	:	ASST COUNTY ATTORNEY IV
Actual Position Code . . . . .	: 19029	:	
Actual Position Title . . . . .	: ASST COUNTY ATTORNEY III	:	
Grade . . . . .	: 019	:	
Dep/Div/Act . . . . .	: 19-20-541	:	19-10-541
		:	
Authorization (Slot) Nbr: 00157		:	00013
		:	
Employee Status . . . . .	: REGULAR	:	
Full Time/Part Time . . . . .	: Full Time	:	
Exempt from Overtime. . . . .	: Yes	:	
No. Hours/Week. . . . .	: 40	:	
		:	
Hourly Rate . . . . .	: \$ 22.8450	:	
Annual Rate . . . . .	: \$ 47,517.62	:	
		:	
Expense Distribution. . . . .	:	:	001-1910-541-0701 100.000%

Requisitioner Approval	GRAHAMC	GRAHAM, CHANTELE - Count	07/18/2002	Approved
Department Approval	ESCAMID	ESCAMILLA, DAVID - County	07/19/2002	Approved
HRMD Approval	RUGELYY	RUGELYCRAIG, YVETTE - Hum	07/24/2002	Approved
Auditor Approval - No Chg	BOLINB	BOLIN, BILLY - County Aud	07/30/2002	Approved



PAF Number: 3042527

PERSONNEL ACTION FORM  
FINAL

2/14/02

7:29:57

Social Security Number. : XXXXXXXXXX  
Employee. . . . . : ECKHARDT, SARAHHire Date: 09/02/1997  
Eligible to work: Y  
CC Date: 02/19/2002PAF Action . . . . . : Mobility Effective Date of Action: 02/01/2002  
Type . . . . . : Lateral Transfer, same grade (non-POPs)

Comment. . . . . :

## CURRENT STATUS

## NEW STATUS

Authorized Posn. Code . : 19029  
Authorized Posn. Title. : ASST COUNTY ATTORNEY III  
Actual Position Code. . : 19029  
Actual Position Title . : ASST COUNTY ATTORNEY III  
Grade . . . . . : 019  
Dep/Div/Act . . . . . : 19-20-541

Authorization (Slot) Nbr: 00156

00157

Employee Status . . . . : REGULAR  
Full Time/Part Time . . : Part Time  
Exempt from Overtime. . : Yes  
No. Hours/Week. . . . . : 20Hourly Rate . . . . . : \$ 22.8450  
Annual Rate . . . . . : \$ 23,758.81

Expense Distribution. . :

001-1920-541-0701 100.000%

## APPROVALS:

Requisitioner Approval	GRAHAMC	GRAHAM, CHANTELE - Count	01/30/2002	Approved
Department Approval	ESCAMID	ESCAMILLA, DAVID - County	01/31/2002	Approved
HRMD Approval	RUGELYY	RUGELYCRAIG, YVETTE - Hum	02/08/2002	Approved
Auditor Approval - No Chg	DIAMONS	DIAMOND, SCOTT - County A	02/14/2002	Approved

# Travis County Compensation Matrix

(Please check one)

☐ New Hire ☐ Reinstatement ☐ Promotion ☐ Career Ladder ☐ Job Change ☐ Demotion ☒ Lateral Transfer ☐ Classification Change  
☐ Temporary Assignment ☐ Transition between POPS and Regular Pay Scale

Employee's Name: Sarah Eckhardt

SSN: [REDACTED]

Position Title: PH Asst. Co. Atty III

Previous Position Title (if applicable):

PH Asst. Co. Atty III

Date: \_\_\_\_\_

Levels	Minimum Experience required by job description = <u>3</u> yrs.  Additional Relevant Experience - Meets minimum job requirements <u>plus</u> <u>2</u> yrs. (Please attach documentation)	Minimum education required by job description = _____  One additional level may be added for relevant degree beyond minimum requirements. (Please document - attach additional pages if required for complete documentation) Note: No credit will be given for partial completion of a degree.	Relevant special skills or certification required for job description = _____  One additional level may be added for relevant special skills and/or certification beyond minimum requirements. (Please document - attach additional pages if required for complete documentation)
Min	up to one year additional relevant experience	Additional degree as documented by.....	Additional relevant special skill (s) or certification as documented by.....
1	more than one year additional relevant experience, less than 2 years additional experience		
2	more than 2, less than 3 years additional relevant experience		
3	more than 3, less than 4 years additional relevant experience		
4	more than 4, less than 5 years additional relevant experience		
5	more than 5, less than 6 years additional relevant experience (if level not available move to midpoint)		
6	more than 6, less than 7 years additional relevant experience (if level not available move to midpoint)		
7	more than 7, less than 8 years additional relevant experience (if level not available move to midpoint)		
Midpoint (8)	more than 8 years relevant experience		
	Max * assignments between midpoint and maximum require approval of Commissioners Court (See 10.0875)		
(A) Sub Total:	→	(B) Sub Total: <u>Part-time</u>	(C) Sub Total: →

Pay Grade 19 + Level \_\_\_\_\_ = Salary \$ 23,758.81 (OR) 5% \$ \_\_\_\_\_

Reviewer Signature [Signature]

Dept. Head Signature [Signature]

Slot # 157

\*HRMD approval \_\_\_\_\_

\*\*Date approved by Commissioners Court \_\_\_\_\_

Lateral transfer - same grade,  
same pay. cof

**TRAVIS COUNTY  
APPLICANT / EMPLOYEE INFORMATION FORM**

1. NAME: SARAH ECKHARDT SOCIAL SECURITY #: [REDACTED]

2. POSITION TITLE: ASSISTANT TRAVIS COUNTY ATTY

3. EXPERIENCE (Please be specific, including months and years):

Dates: Nov 1998 - present Experience: Assistant Travis County Atty

Dates: \_\_\_\_\_ Experience: \_\_\_\_\_

Dates: \_\_\_\_\_ Experience: \_\_\_\_\_

**4. EDUCATION:**

Education	Name of School	# Hrs.	Degree	Field of Study
High School or GED	HSPVA - Hous., TX		Diploma	Theater
College or University	NYU - N.Y.C.		BFA	Theater
Graduate School	U.T. - LBJ School		S.D. M.P.A.	Law Public Affairs

**5. RELEVANT ADDITIONAL SKILLS, OR CERTIFICATIONS:**


I certify that I have made no willful misrepresentation in this form. I am aware that the information given by me on this form may be verified, and that any misrepresentation may result in salary reduction and/or legal consequences, including termination.

Sarah Eckhardt  
Signature of Applicant/Employee

2/4/12  
Date

PAF Number: 0039075

PERSONNEL ACTION FORM  
FINAL11/14/01  
7:50:29Social Security Number. : XXXXXXXXXX  
Employee. . . . . : ECKHARDT, SARAHHire Date: 09/02/1997  
Eligible to work: Y  
CC Date: 11/13/2001PAF Action . . . . . : Mobility  
Type . . . . . : Career Ladder (non-POPs)

Effective Date of Action: 11/05/2001

Comment. . . . . :

## CURRENT STATUS

## NEW STATUS

Authorized Posn. Code . . . . .	: 17028	:	19029
Authorized Posn. Title. . . . .	: ASST COUNTY ATTORNEY II	:	ASST COUNTY ATTORNEY III
Actual Position Code. . . . .	: 17028	:	19029
Actual Position Title . . . . .	: ASST COUNTY ATTORNEY II	:	ASST COUNTY ATTORNEY III
Grade . . . . .	: 017	:	019
Dep/Div/Act . . . . .	: 19-20-541	:	
	:	:	
Authorization (Slot) Nbr: 00156	:	:	
	:	:	
Employee Status . . . . .	: REGULAR	:	
Full Time/Part Time . . . . .	: Part Time	:	
Exempt from Overtime. . . . .	: Yes	:	
No. Hours/Week. . . . .	: 20	:	
	:	:	
Hourly Rate . . . . .	: \$ 20.5256	:	\$ 21.5519
Annual Rate . . . . .	: \$ 21,346.64	:	\$ 22,413.97 ( 5.00 %)
	:	:	
Expense Distribution. . . . .	:	:	001-1920-541-0701 100.000%
	:	:	
	:	:	
	:	:	
	:	:	
	:	:	
	:	:	

## APPROVALS:

Requisitioner Approval	GRAHAMC	GRAHAM, CHANTELLE - Count	10/25/2001	Approved
Department Approval	ESCAMID	ESCAMILLA, DAVID - County	10/25/2001	Approved
HRMD Approval	RUGELYY	RUGELYCRAIG, YVETTE - Hum	11/01/2001	Approved
Auditor Approval - No Chg	DIAMONS	DIAMOND, SCOTT - County A	11/14/2001	Approved

# Travis County Compensation Matrix

(Please check one)

☐ New Hire ☐ Reinstatement ☐ Promotion ☒ Career Ladder ☐ Job Change ☐ Demotion ☐ Lateral Transfer ☐ Classification Change  
☐ Temporary Assignment ☐ Transition between POPS and Regular Pay Scale

Employee's Name: Sarah Eckhardt

SSN: [REDACTED]

Position Title: Asst. Co. Atty. III

Previous Position Title (if applicable): Asst. Co. Atty. II Date: \_\_\_\_\_

Levels	Minimum Experience required by job description = <u>3</u> yrs.	Minimum education required by job description = <u>J.D.</u>	Relevant special skills or certification required for job description = <u>N/A</u>
	Additional Relevant Experience - Meets minimum job requirements plus <u>0</u> yrs. (Please attach documentation)	One additional level may be added for relevant degree beyond minimum requirements. (Please document -- attach additional pages if required for complete documentation) Note: No credit will be given for partial completion of a degree.	One additional level may be added for relevant special skills and/or certification beyond minimum requirements. (Please document -- attach additional pages if required for complete documentation)
Min	up to one year additional relevant experience	Additional degree as documented by.....	Additional relevant special skill (s) or certification as documented by.....
1	more than one year additional relevant experience, less than 2 years additional experience		
2	more than 2, less than 3 years additional relevant experience		
3	more than 3, less than 4 years additional relevant experience		
4	more than 4, less than 5 years additional relevant experience		
5	more than 5, less than 6 years additional relevant experience (if level not available move to midpoint)		
6	more than 6, less than 7 years additional relevant experience (if level not available move to midpoint)		
7	more than 7, less than 8 years additional relevant experience (if level not available move to midpoint)		
Midpoint (8)	more than 8 years relevant experience		
	Max * assignments between midpoint and maximum require approval of Commissioners Court (Sec 0.0875)		
	(A) Sub Total: ➡	(B) Sub Total: ➡	(C) Sub Total: ➡

Pay Grade 19 + Level Min = Salary \$ \_\_\_\_\_ (OR) 5% \$ 22413.97 (P/T)

Reviewer Signature C. Graham

Dept. Head Signature ALH

Slot # 156

\*HRMD approval \_\_\_\_\_

\*\*Date approved by Commissioners Court \_\_\_\_\_

**TRAVIS COUNTY  
APPLICANT / EMPLOYEE INFORMATION FORM**

1. NAME: SARAH ECKHARTT

SOCIAL SECURITY #: [REDACTED]

2. POSITION TITLE: ASSISTANT TRAVIS COUNTY ATTORNEY

3. EXPERIENCE (Please be specific, including months and years):

Dates: 1978 - Present Experience: Assistant Travis County Attorney - Criminal Trials, Protective Order Hearings, Special Prosecutions and Appeals

Dates: 1996 - 1998 Experience: Law Clerk at Travis County Attorney's Office - Criminal Appeals and Transactions

Dates: 1999 Experience: Legislative Aide to Texas Representative Dan Rostenbom

Dates: 1993 - 1994 Experience: Paralegal with Henshaw, Forster - civil litigation division

Dates: 1986 - 1994 Experience: Owner/Manager of Naima's Restaurant

Dates: 1986 - 1994 Experience: Professional Actor/Director - stage, film, radio

4. EDUCATION:

Education	Name of School	# Hrs.	Degree	Field of Study
High School or GED	High School for Prof & Vis Arts			Travis
College or University	New York Univ.		BFA	Theater
Graduate School	U.T. Law School of Pub Affairs		MPA	Public Affairs

5. RELEVANT ADDITIONAL SKILLS, OR CERTIFICATIONS:


I certify that I have made no willful misrepresentation in this form. I am aware that the information given by me on this form may be verified, and that any misrepresentation may result in salary reduction and/or legal consequences, including termination.

Sarah Eckhardt  
Signature of Applicant/Employee

04-27-2001  
Date

# Sarah Eckhardt

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## Professional experience

September 2000 - Present      Travis County Attorney's Office  
Austin, Texas

### **Assistant Travis County Attorney, Protective Orders**

- Attorney for the State arguing for Protective Orders on behalf of battered family members and/or intimate partners in both District Court and County Courts at Law.

November 1998 - September 2000      Travis County Attorney's Office  
Austin, Texas

### **Assistant Travis County Attorney, Criminal Trials**

- Attorney for the State prosecuting misdemeanors, including Driving While Intoxicated and Family Violence Assault cases.
- One of team of attorneys prosecuting the Austin Independent School District for Tampering With Governmental Records. The ongoing case has included extensive discovery, presentation to grand jury, negotiated pleas, and appeals to both the Third Court of Appeals and to the Court of Criminal Appeals.

1996 - 1998 intermittently      Travis County Attorney's Office  
Austin, Texas

### **Law Clerk**

- Aided in research and writing of briefs to the Third Court of Appeals.
- Aided in research of civil law for the Transactions division.

January 1997 - May 1997      Office of Texas State Rep. Dan Kubiak  
Austin, Texas

### **Legislative Aide**

- Fielded calls from constituents
- Researched questions of law for the Representative

1993 - 1994      Law Offices of Herrick, Feinstein      N.Y.C., New York

### **Paralegal**

- Aided in discovery, trial preparation and trial in civil litigation department

1986 - 1994      Nadine's Restaurant      N.Y.C., New York

### **Owner/Manager**

- Built Clientele
- Managed wait staff
- Orchestrated parties and special events

1986 - 1994      Atlantic Theater Company      N.Y.C., Chicago, Vermont

**Actor/Director**

- Performed in stage plays, films, radio dramas
- Directed stage plays

**Education**

1994 – 1998 Univ. of Texas School of Law Austin, Texas

**Doctor of Jurisprudence**

1994 – 1998 Univ. of Texas LBJ School of Public Affairs Austin, Texas

**Master of Public Affairs**

1982 - 1986 New York University N.Y.C., New York

**Bachelor of Fine Arts in Drama**

1978 – 1982 High School for the Performing & Visual Arts Houston, Texas

**Major in Drama****Professional  
memberships**

State Bar of Texas

Travis County Attorneys Association

Texas District and County Attorneys Association

**Additional  
professional  
activities**

Regular performer in the Travis County Bar & Grill



PAF Number: 0034287

PERSONNEL ACTION FORM  
FINAL9/06/01  
10:44:23Social Security Number. : [REDACTED]  
Employee. . . . . : ECKHARDT, SARAHHire Date: 09/02/1997  
Eligible to work: YPAF Action . . . . . : Schedule Changes  
Type . . . . . : Full-Time to Part-Time

Effective Date of Action: 08/27/2001

Comment. . . . . :

## CURRENT STATUS

## NEW STATUS

Authorized Posn. Code . . . . .	: 17028	:	
Authorized Posn. Title. . . . .	: ASST COUNTY ATTORNEY II	:	
Actual Position Code. . . . .	: 17028	:	
Actual Position Title . . . . .	: ASST COUNTY ATTORNEY II	:	
Grade . . . . .	: 017	:	
Dep/Div/Act . . . . .	: 19-20-541	:	
	:	:	
	:	:	
Authorization (Slot) Nbr: 00156	:	:	
	:	:	
	:	:	
Employee Status . . . . .	: REGULAR	:	
Full Time/Part Time . . . . .	: Full Time	:	Part Time
Exempt from Overtime. . . . .	: Yes	:	
No. Hours/Week. . . . .	: 20	:	
	:	:	
	:	:	
Hourly Rate . . . . .	: \$ 20.5256	:	
Annual Rate . . . . .	: \$ 42,693.28	:	\$ 21,346.64 ( 50.00-%)
	:	:	
	:	:	
Expense Distribution. . . . .	: 001-1920-541-0701 100.000%	:	
	:	:	
	:	:	
	:	:	
	:	:	
	:	:	
	:	:	
	:	:	
	:	:	

## APPROVALS:

Requisitioner Approval	GRAHAMC	GRAHAM, CHANTELE - Count	08/28/2001	Approved
Department Approval	ESCAMID	ESCAMILLA, DAVID - County	09/05/2001	Approved
HRMD Approval	RUGELYY	RUGELYCRAIG, YVETTE - Hum	09/05/2001	Approved
Auditor Approval - No Chg	DIAMONS	DIAMOND, SCOTT - County A	09/06/2001	Approved

7/23/01 15:06:20

## Personnel Action Form

HTEUSR/PR750L

Req Status . . . : C PAF #: 0033312

Employee . . . : ECKHARDT SARAH

Hired: 9/02/97

Address. . . . :

Phone. . . . . :

Pay freq: SM

Date of Birth. . :

Sex: F

Marital Status:

Ethnicity. . . : WHITE

Tx Drivers Lic :

Type:

Expires:

Confidential . . : Y

U.S. Citizen: Y

Handicap code:

Action Required: EC ERROR CORRECTION

Comments . . . : Employee should have been returned from on April 5, 2001.

Effective Date : 4/05/01

## C U R R E N T S T A T U S

## N E W S T A T U S

Auth Position. : 17028 :  
Auth Title . . : ASST COUNTY ATTORNEY II :  
Actual Position: 17028 :  
Actual Title . . : ASST COUNTY ATTORNEY II :  
Dept/Div/Act . . : 19 20 541 :  
CA CRIMINAL :  
Slot Number: . . : 156 :  
Employee Status: 01 REGULAR :  
Full/Part Time : F :  
Full Time Equiv: 1.00 :  
Exempt from OT : Y :  
Hourly/Salaried: S :  
No. Hrs/Week . . : 40.000 :  
Grade/Step . . . : 017/ 1 :  
Hourly Rate. . . : 20.5256 :  
Semi-Mo Rate . . : :  
Annual Rate. . . : 42,693.28 :  
Fund Split . . . : Percent Expense Distrib :  
100.000% 001-1920-541.0701 :  
Workers Comp . . : 8810 CLERICAL :  
EEO Function . . : 01 FINANCIAL ADMINISTRATION :  
EEO Category . . : 02 PROFESSIONALS :  
Grant Period . . : 11/01/98 - 0/00/00 :  
Project Number : :

APPROVALSRequisitioner *Craig*Departmental *Adm. Serv.*Human Resources Mgmt *Y. Craig*

Planning &amp; Budget Office

Commissioner's Court

Auditor

7/23/01 15:06:40

## Personnel Action Form

HTEUSR/PR750L

Req Status . . . : C PAF #: 0033313  
Employee . . . : ECKHARDT SARAH Hired: 9/02/97  
Address . . . :  
Phone . . . :  
Date of Birth . . : Sex: F Marital Status:   
Ethnicity . . . : WHITE  
Tx Drivers Lic : Type: Expires:  
Confidential . . : Y U.S. Citizen: Y Handicap code:  
Action Required: 14 LEAVE OF ABSENCE W/O PAY  
Comments . . . : Employee should have been placed on LWOP effective 4-6-01.  
Effective Date : 4/06/01

## C U R R E N T S T A T U S

## N E W S T A T U S

Auth Position. : 17028 :  
Auth Title . . : ASST COUNTY ATTORNEY II :  
Actual Position: 17028 :  
Actual Title . . : ASST COUNTY ATTORNEY II :  
Dept/Div/Act . . : 19 20 541 :  
CA CRIMINAL :  
Slot Number: . . : 156 :  
Employee Status: 01 REGULAR :  
Full/Part Time : F :  
Full Time Equiv: 1.00 :  
Exempt from OT : Y :  
Hourly/Salaried: S :  
No. Hrs/Week . . : 40.000 :  
Grade/Step . . . : 017/ 1 :  
Hourly Rate. . . : 20.5256 :  
Semi-Mo Rate . . : :  
Annual Rate. . . : 42,693.28 :  
Fund Split . . . : Percent Expense Distrib :  
100.000% 001-1920-541.0701 :  
Workers Comp . . : 8810 CLERICAL :  
EEO Function . . : 01 FINANCIAL ADMINISTRATION :  
EEO Category . . : 02 PROFESSIONALS :  
Grant Period . . : 11/01/98 - 0/00/00 :  
Project Number : :

## APPROVALS

Requisitioner

Departmental

Human Resources Mgmt

Planning &amp; Budget Office

Commissioner's Court

Auditor

7/23/01 15:06:40

Personnel Action Form

HTEUSR/PR750L

Req Status . . . : C PAF #: 0033314  
Employee . . . : ECKHARDT SARAH Hired: 9/02/97  
Address . . . :  
Phone . . . : Pay freq: SM  
Date of Birth . . : Sex: F Marital Status:  
Ethnicity . . . : WHITE  
Tx Drivers Lic : Type: Expires:  
Confidential . . : Y U.S. Citizen: Y Handicap code:  
Action Required: 19 RETURN FROM LEAVE W/O PAY  
Comments . . . : Employee should have returned from LWOP on 6-22-01.  
Effective Date : 6/22/01

C U R R E N T S T A T U S

N E W S T A T U S

Auth Position . : 17028 :  
Auth Title . . : ASST COUNTY ATTORNEY II :  
Actual Position: 17028 :  
Actual Title . : ASST COUNTY ATTORNEY II :  
Dept/Div/Act . : 19 20 541 :  
CA CRIMINAL :  
Slot Number: . : 156 :  
Employee Status: 01 REGULAR :  
Full/Part Time : F :  
Full Time Equiv: 1.00 :  
Exempt from OT : Y :  
Hourly/Salaried: S :  
No. Hrs/Week . : 40.000 :  
Grade/Step . . : 017/ 1 :  
Hourly Rate . . : 20.5256 :  
Semi-Mo Rate . : :  
Annual Rate . . : 42,693.28 :  
Fund Split . . : Percent Expense Distrib :  
100.000% 001-1920-541.0701 :  
Workers Comp . : 8810 CLERICAL :  
EEO Function . : 01 FINANCIAL ADMINISTRATION :  
EEO Category . : 02 PROFESSIONALS :  
Grant Period . : 11/01/98 - 0/00/00 :  
Project Number : :

APPROVALS

Requisitioner

Departmental

Human Resources Mgmt

Planning & Budget Office

Commissioner's Court

Auditor

PAF Number: 0032344

PERSONNEL ACTION FORM  
FINAL

6/29/01  
7:43:35

Social Security Number. : [REDACTED]  
Employee. . . . . : ECKHARDT, SARAH

Hire Date: 09/02/1997  
Eligible to work: Y

PAF Action . . . . . : Leave Effective Date of Action: 06/22/2001  
Type . . . . . : Return [REDACTED] Without Pay.

Comment. . . . . :

CURRENT STATUS

NEW STATUS

Authorized Posn. Code . . . . .	: 17028	:	
Authorized Posn. Title. . . . .	: ASST COUNTY ATTORNEY II	:	
Actual Position Code. . . . .	: 17028	:	
Actual Position Title . . . . .	: ASST COUNTY ATTORNEY II	:	
Grade . . . . .	: 017	:	
Dep/Div/Act . . . . .	: 19-20-541	:	
Authorization (Slot) Nbr: 00156		:	
Employee Status . . . . .	: LEAVE OF ABSENCE W/O PAY	:	REGULAR
Full Time/Part Time . . . . .	: Full Time	:	
Exempt from Overtime. . . . .	: Yes	:	
No. Hours/Week. . . . .	: 40	:	
Hourly Rate . . . . .	: \$ 20.5256	:	
Annual Rate . . . . .	: \$ 42,693.28	:	
Expense Distribution. . . . .	: 001-1920-541-0701 100.000%	:	

APPROVALS:

Requisitioner Approval	GRAHAMC	GRAHAM, CHANTELE - Count	06/22/2001	Approved
Department Approval	ESCAMID	ESCAMILLA, DAVID - County	06/26/2001	Approved
HRMD Approval	RUGELY	RUGELYCRAIG, YVETTE - Hum	06/27/2001	Approved
Auditor Approval - No Chg	DIAMONS	DIAMOND, SCOTT - County A	06/29/2001	Approved



PAF Number: 0029708

PERSONNEL ACTION FORM  
FINAL

3/01/01  
15:02:12

Social Security Number. : [REDACTED]  
Employee. . . . . : ECKHARDT, SARAH

Hire Date: 09/02/1997  
Eligible to work: Y

PAF Action . . . . . : Leave Effective Date of Action: 02/27/2001  
Type . . . . . : [REDACTED] Without Pay

Comment. . . . . :

CURRENT STATUS

NEW STATUS

Authorized Posn. Code . : 17028  
Authorized Posn. Title. : ASST COUNTY ATTORNEY II  
Actual Position Code. . : 17028  
Actual Position Title . : ASST COUNTY ATTORNEY II  
Grade . . . . . : 017  
Dep/Div/Act . . . . . : 19-20-541

Authorization (Slot) Nbr: 00156

Employee Status . . . . : REGULAR  
Full Time/Part Time . . : Full Time  
Exempt from Overtime. . : Yes  
No. Hours/Week. . . . . : 40

Hourly Rate . . . . . : \$ 20.5256  
Annual Rate . . . . . : \$ 42,693.28

Expense Distribution. . : 001-1920-541-0701 100.000%

LEAVE OF ABSENCE W/O PAY

APPROVALS:

Requisitioner Approval	GRAHAMC	GRAHAM, CHANTELE - Count	02/26/2001	Approved
Department Approval	ESCAMID	ESCAMILLA, DAVID - County	02/26/2001	Approved
HRMD Approval	RUGELYY	RUGELYCRAIG, YVETTE - Hum	02/26/2001	Approved
Auditor Approval - No Chg	DIAMONS	DIAMOND, SCOTT - County A	03/01/2001	Approved

4/26/00 16:31:43

## Personnel Action Form

HTEUSR/PR750L

Req Status . . . : C

PAF #: 0017004

Employee . . . :

ECKHARDT SARAH

Hired: 9/02/97

Address . . . :

Phone . . . . . :

Pay freq: SM

Date of Birth . . :

Sex: F

Marital Status:

Ethnicity . . . : WHITE

Tx Drivers Lic :

Type:

Expires:

Confidential . . : Y

U.S. Citizen: Y

Handicap code:

Action Required: CL CAREER LADDER

Comments . . . : Title needs to be changed to Asst Co Atty II. Eligible for new matrix level or 5%, whichever is greater.

Effective Date : 5/06/00

## C U R R E N T S T A T U S

## N E W S T A T U S

Auth Position . : 16027

: 17028

Auth Title . . : ASST COUNTY ATTORNEY I

: ASST COUNTY ATTORNEY II

Actual Position: 16027

: 17028

Actual Title . : ASST COUNTY ATTORNEY I

: ASST COUNTY ATTORNEY II

Dept/Div/Act . : 19 20 541

:

CA CRIMINAL

: 156

HTE ✓

Slot Number: . : 156

:

Employee Status: 01 REGULAR

:

Full/Part Time : F

:

Full Time Equiv: 1.00

:

Exempt from OT : Y

:

Hourly/Salaried: S

:

No. Hrs/Week . : 40.000

:

Grade/Step . . : 016/ 1

: 17/ 1

Hourly Rate . . : 18.0631

: 18.9662

Semi-Mo Rate . : 1,565.47

: 1,643.74

Annual Rate . . : 37,571.17

: 39,449.73

Fund Split . . : Percent Expense Distrib

:

100.000% 001-1920-541.0701

:

Workers Comp . : 8810 CLERICAL

:

EEO Function . : 01 FINANCIAL ADMINISTRATION

:

EEO Category . : 02 PROFESSIONALS

:

Grant Period . : 11/01/98 - 0/00/00

:

Project Number :

:

## APPROVALS

Requisitioner

Departmental

Human Resources Mgmt

Planning &amp; Budget Office

Commissioner's Court

Auditor

**1. NAME:** Sarah Eckhardt **SOC. SEC.:** \_\_\_\_\_

**SOC. SEC:**

2. POSITION TITLE: Asst Co Attorney III

**3. EXPERIENCE (list job title and years including months at each job):**

Education	Name of School	# Hrs.	Degree	Date Awarded:	Field of Study
High School or GED	St. Francis Xavier High School			2/10/72	Education
College or University	University of Illinois		B.A.	2/1/57	Education
Graduate School	University of Illinois		M.A.	2/1/58	Education

**5. ANY ADDITIONAL SKILLS, OR CERTIFICATIONS:**

I certify that I have made no willful misrepresentation in this form. I am aware that the information given by me on this form may be verified, and that any misrepresentation may result in salary reduction and/or legal consequences, including termination.

**Signature of Employee**

Date \_\_\_\_\_



TRAVIS COUNTY  
PERSONNEL ACTION FORM

Social Security

Hired:09-02-97

Employee

ECKHARDT, SARAH

Address

Birth Date

Sex: F

Marital Status

Ethnicity Code

TX Drivers Lic

Type:

Expires:

Confidential

1-9 Verification

Handicap Code:

ACTION REQUIRED . . . . . 13 -PBP

COURT APPROVAL NECESSARY? \_\_\_\_\_ Date: \_\_\_\_\_

COMMENTS . . . . . PBP 3.99% = \$1,441.57 LUMP SUM = \$ 360.39  
ELIGIBLE = 06/01/99

DATE LICENSED:

REPLACEMENT FOR: . . . . .

EFFECTIVE DATE OF ACTION: 09-01-99 TIME: 8:00 AM

	CURRENT STATUS	NEW STATUS
Position Code	16027	
Position Title	ASST CO ATTY I	
Dept/Div/Act	001-19-20-541-0701	
	TCA	
Site Number	156	
Employee Status	01	
Full Time Equivalent	FULL TIME	
Exempt from overtime	YES	
Hourly or Salaried	SALARY	
No. Hrs/Week	40	
Grade	016	
Hourly Rate	17.37	18.0631
Semi Monthly Rate		
Annual Rate	36,129.60	37,571.17
Fund Split	100%	
Worker's Comp Code	8810	
EEO Function	01	
EEO CATEGORY	02	
Grant Period		
Project Number		
User ID		

Requesting Department

Prepared by: CHANTELE GRAHAM Date: 8-04-99 HRMD: *Macke* Date: *8/30/99*  
Dept Head: *step* Date: \_\_\_\_\_ PBO: *Lisa Mendy* Date: *9/10/99*  
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**TRAVIS COUNTY  
PERSONNEL ACTION FORM**

**Social Security** [REDACTED] **Hired:** 09-02-97

**Employee** ECKHARDT, SARAH

**Address** [REDACTED]

**Birth Date** [REDACTED] **Sex:** F **Marital Status** [REDACTED]

**Ethnicity Code** [REDACTED] **Type:** [REDACTED] **Expires:** [REDACTED]

**TX Drivers Lic** [REDACTED] **19 Verification:** [REDACTED] **Handicap Code:** [REDACTED]

**Confidential** [REDACTED]

**ACTION REQUIRED** . . . . . 03- PROMOTION

**COURT APPROVAL NECESSARY?** YES **Date:** 11/12/99

**COMMENTS** . . . . . NEW POSITION IS CURRENTLY AN ASST CO ATTY IV,  
PLEASE CHANGE TITLE.

**DATE LICENSED:**

**REPLACEMENT FOR:** . . . . . NEW POSITION PER FY '99

**EFFECTIVE DATE OF ACTION:** 12-01-98 **TIME:** 8:00AM

	CURRENT STATUS	NEW STATUS
<b>Position Code</b>	12394	16027 ACTUAC & auting
<b>Position Title</b>	LAW CLERK	ASST CO ATTY I
<b>Dept/Div/Act</b>	001-19-20-541-0701	001-19-20-541-0701
	001-19-10-541-0701	
	TCA	TCA
<b>Slot Number</b>	90 & 85	156
<b>Employee Status</b>	01-REGULAR	01-REGULAR
<b>Full Time Equivalent</b>	FULL TIME	FULL TIME
<b>Exempt from overtime</b>	NO	YES
<b>Hourly or Salaried</b>	SALARY	SALARY
<b>No. Hrs/Week</b>	40	40
<b>Grade</b>	012	C16
<b>Hourly Rate</b>	12.87	17.37
<b>Semi Monthly Rate</b>		
<b>Annual Rate</b>	26,769.60	36,129.60
<b>Fund Split</b>	50% 19-10 50% 19-20	100%
<b>Worker's Comp Code</b>	8810	8810
<b>EEO Function</b>	01	01
<b>EEO CATEGORY</b>	05	02
<b>Grant Period</b>		
<b>Project Number</b>		
<b>User ID</b>		

**Requesting Department**

**Prepared by:** CHANTELE GRAHAM **Date:** 12-17-98 **HRMD:** [REDACTED] **Date:** [REDACTED]

**Dept Head:** [REDACTED] **Date:** [REDACTED] **PBO:** [REDACTED] **Date:** [REDACTED]

Compensation Matrix for: (please check one)

☐ New Hire

☐ Reinstatement

☒ Promotion

☐ Demotion

☐ Transfer

☐ Reclassification

(resulting in different title and qualifications)

Employee's Name SARAH ECKHARDT

SSN [REDACTED]

Position Title: LAWYER ASST CO ATTY I

Previous Position Title (if applicable) LAW CLERK

Minimum Experience required by job description - <u>0-1 1/2</u> yrs.		Minimum education required by job description - <u>LAW DEGREE</u>	Relevant Special Skills or certification required for job description -
Additional Relevant Experience - <u>0-1 1/2</u> yrs. (Please attach documentation)		One additional level may be added for Relevant Degree beyond minimum requirements. (Please document - attach additional pages if required for complete documentation)	One additional level may be added for Relevant Special Skills and/or Certification beyond minimum requirements. (Please document - attach additional pages if required for complete documentation)
Levels			
Min	up to one year additional relevant experience	Additional degree as documented by.....	Additional relevant special skill (s) or certification as documented by.....
1	more than one year additional relevant experience, less than 2 years additional experience	<u>Masters in Public Affairs</u> <u>U.T. L.B.I. School</u> <u>(see resume)</u>	
2	more than 2, less than 3 years additional relevant experience		
3	more than 3, less than 4 years additional relevant experience		
4	more than 4, less than 5 years additional relevant experience		
5	more than 5, less than 6 years additional relevant experience (if level not available move to midpoint)		
6	more than 6, less than 7 years additional relevant experience (if level not available move to midpoint)		
7	more than 7, less than 8 years additional relevant experience (if level not available move to midpoint)		
Midpoint (8)	more than 8 years relevant experience		
* assignments between midpoint and maximum require approval of Commissioners Court			
Max			
(A) Sub Total: <u>116</u>		(B) Sub Total: <u>1</u>	(C) Sub Total: <u>0</u>
Pay Grade <u>116</u> + Level <u>1</u> = Salary <u>36,129.60</u> + Perf. Credit <u>0</u> % Total <u>36,129.60</u>			
Reviewer Signature <u>[Signature]</u>		Dept. Head Signature <u>[Signature]</u> Slot # <u>156</u>	
*HRMD approval _____		**Date approved by Commissioners Court _____	



# EMPLOYEE INFORMATION FORM

1. NAME: SARAH ECKHARDT SOC. SEC. [REDACTED]

2. POSITION TITLE: LAWYER

## 3. EXPERIENCE:

LAW CLERK - TRAVIS CTY ATT'Y'S OFFICE, CRIMINAL APPEALS 11/97 - 12/98  
 LEGISLATIVE RESEARCH - TX. FACULTY ASSOC. 4/97 - 6/97  
 LEGISLATIVE AID - REPRESENTATIVE DAN KUBIAK'S OFFICE 2/97 - 6/97  
 INTERN - TRAVIS CTY JUVENILE PUBLIC DEFENDER'S OFFICE 8/96 - 12/96  
 LAW CLERK - TRAVIS CTY ATT'Y'S OFFICE, CIVIL 9/95 - 5/96  
 PARALEGAL - HERRICK, FEINSTEIN, N.Y.C. 7/93 - 7/94  
 RESTAURANT OWNER/MANAGER - NADINES, N.Y.C. 5/87 - 7/94  
 ACTOR/DIRECTOR - ATLANTIC THEATER CO., N.Y.C. '86 - '94

## 4. EDUCATION:

Education	Name of School	# Hrs.	Degree	Date Awarded:	Field of Study
High School or GED	H.S.P.V.A.			5/82	THEATER
College or University	N.Y.U.		BFA	5/810	THEATER
Graduate School	U.T. LAW U.T. LAW SCHOOL		JD M.T. AFF.	5/98 7/98	LAW Public Affairs CO

## 5. ANY ADDITIONAL SKILLS, OR CERTIFICATIONS:

min

I certify that I have made no willful misrepresentation in this form. I am aware that the information given by me on this form may be verified, and that any misrepresentation may result in salary reduction and/or legal consequences, including termination.

Sarah Eckhardt  
 Signature of Employee

12/15/98  
 Date

# **SARAH ECKHARDT**

## **EDUCATION**

**The University of Texas School of Law, Austin, J.D. conferred May 1998.**

**The L.B.J. School of Public Affairs, Austin, M.P.Aff. conferred May 1998.**

**New York University, New York City, B.F.A. in Theater, 1986.**

## **EXPERIENCE**

### **Law Clerk**

**Travis County Attorney's Office, Criminal Appeals Division - Austin, November 1997 - present**

Research and draft briefs to the Third Court of Appeals, research and compose memos to the criminal trial division on current trends and changes in criminal law and prosecution.

### **Legislative Research**

**Texas Faculty Association - Austin, April - June 1997**

Researched and tracked the progress of legislation relating to faculty in Texas institutions of higher education.

### **Legislative Aid/Intern**

**The Office of The Honorable Representative Dan Kubiak - Austin, February 1997-June 1997**

Researched and tracked the progress of legislation, monitored the positions of interested parties, maintained communication with other legislators' offices, and monitored constituents' concerns.

### **Intern**

**Travis County Juvenile Public Defender's Office - Austin, August 1996 - December 1996**

Defended juvenile misdemeanor and felony cases in the 98th Judicial District Court as part of the Juvenile Justice Clinic at U.T. School of Law.

### **Law Clerk**

**Travis County Attorney's Office, Civil Division - Austin, September 1995 - May 1996**

Researched legal issues pertinent to policy decisions and pending civil litigation, and assisted with privacy determinations for Freedom of Information requests.

### **Paralegal**

**Herrick, Feinstein - New York City, July 1993-July 1994**

LITIGATION - analyzed and maintained documents, prepared and served subpoenas, assisted in answering interrogatories, compiled deposition and trial exhibits, assisted in preparing witnesses for deposition and trial, assisted attorneys in the courtroom, and prepared post-trial Bills of Cost.

### **Restaurant Manager and Co-Owner**

**Nadine's - New York City, May 1987 to July 1994**

Built clientele, trained staff, designed public relations and press campaigns, and produced and managed special events for this still thriving restaurant in Greenwich Village.

### **Director, Actor, Press Representative**

**Atlantic Theater Company - New York City, 1986 to 1994**

Charter member of this theater company founded by Pulitzer Prize winner, David Mamet. Directed, performed in and/or publicized plays, benefit performances, and radio shows in New York, Chicago, Philadelphia and Vermont.

### **Co-chairperson**

**The Mayor's Host Committee for the Texas Delegation to the Democratic National Convention - New York City, 1992**

Co-managed the creation and assembly of the delegates' welcoming package including co-writing "The Insider's Guide to New York" (a forty page handbook borrowed extensively by other delegations). Remained present or on-call throughout the convention to assist with delegates' questions and/or problems.

TRAVIS COUNTY  
PERSONNEL ACTION FORM

Social Security

Hired:09-02-97

Employee

ECKHARDT, SARAH

Address

Birth Date

Sex: F

Marital Status

Ethnicity Code

TX Drivers Lic

Confidential

Type:

Expires:

19 Verification:

Handicap Code:

ACTION REQUIRED . . . . . 19- RETURN FROM LEAVE WITHOUT PAY

COURT APPROVAL NECESSARY? \_\_\_\_\_ Date: \_\_\_\_\_

COMMENTS . . . . .

DATE LICENSED:

REPLACEMENT FOR: . . . . .

EFFECTIVE DATE OF ACTION: 09-16-98 TIME: 8:00AM

CURRENT STATUS

NEW STATUS

Position Code

12394

Position Title

LAW CLERK

Dept/Div/Act

001-19-20-541-0701

001-19-10-541-0701

Slot Number

TCA

90 & 85

Employee Status

01

Full Time Equivalent

FULL TIME

Exempt from overtime

NO

Hourly or Salaried

SALARY

No. Hrs/Week

40

Grade

012

Hourly Rate

12.87

Semi Monthly Rate

Annual Rate

26,769.60

Fund Split

100%

Worker's Comp Code

8810

EEO Function

01

EEO CATEGORY

05

Grant Period

Project Number

User ID

Requesting Department

Prepared by: CHANTELLE GRAHAM

Date: 10-08-98 HRMD

Dept Head: 0-12-11

Date: \_\_\_\_\_

PBO: \_\_\_\_\_

Date: 10/8/98

Date: \_\_\_\_\_

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Revised 6/96



**TRAVIS COUNTY  
PERSONNEL ACTION FORM**

Hired: 09-02-97

Social Security

ECKHARDT, SARAH

Employee

Address

Birth Date

Sex: F

Marital Status

Ethnicity Code

TX Drivers Lic

Confidential

Type:

Expires:

13 Verification

Handicap Code:

10/6/98

ACTION REQUIRED . . . . . 11-PART TIME TO FULL TIME  
COURT APPROVAL NECESSARY? YES

Date: \_\_\_\_\_

COMMENTS . . . . . EMPLOYEE WILL BE OCCUPYING SLOT #90 (DIVISION 19-20) AND SLOT #85 (DIVISION 19-10)

DATE LICENSED:

REPLACEMENT FOR:

EFFECTIVE DATE OF ACTION: 09-16-98 TIME: 8:00AM

CURRENT STATUS

NEW STATUS

Position Code

12394

Position Title

LAW CLERK

Dept/Div/Act

001-19-20-541-0701

001-19-20-541-0701

001-19-10-541-0701

Slot Number

TCA  
90

90 & 85

Employee Status

01-REGULAR

Full Time Equivalent

PART TIME

FULL TIME

Exempt from overtime

NO

Hourly or Salaried

SALARY

No. Hrs/Week

20 \*

40 \*

Grade

012

Hourly Rate

12.87

12.87

Semi Monthly Rate

Annual Rate

13,384.80

26,769.60

Fund Split

100%

Worker's Comp Code

8810

EEO Function

01

EEO CATEGORY

05

Grant Period

Project Number

User ID

Requesting Department

Prepared by: CHANTELE GRAHAM

Date: 09-17-98

HRMD: mmcke

Date: 10/1/98

Dept Head:

Date:

PBO:

Date:

TRAVIS COUNTY  
PERSONNEL ACTION FORM

Social Security

Hired:09-02-97

Employee

ECKHARDT, SARAH

Address

Birth Date

Sex: F

Marital Status:

Ethnicity Code

TX Drivers Lic

Confidential

Type:

Expires:

19 Verification:

Handicap Code:

ACTION REQUIRED . . . . . 14 - LEAVE OF ABSENCE WITHOUT PAY

COURT APPROVAL NECESSARY? YES

Date: \_\_\_\_\_

COMMENTS . . . . .

DATE LICENSED:

REPLACEMENT FOR: . . . . .

EFFECTIVE DATE OF ACTION: 08-18-98

TIME: 8:00AM

CURRENT STATUS

NEW STATUS

Position Code

12394

Position Title

LAW CLERK

Dept/Div/Act

001-19-20-541-0701

Slot Number

90

Employee Status

01

Full Time Equivalent

PT

Exempt from overtime

N

Hourly or Salaried

S

No. Hrs/Week

20

Grade

012

Hourly Rate

12.87

Semi Monthly Rate

Annual Rate

13,384.80

Fund Split

100%

Worker's Comp Code

8810

FEO Function

01

FEO CATEGORY

05

Grant Period

Project Number

User ID

Requesting Department

Prepared by: CHANTELLE GRAHAM Date: 08-14-98 HRMD:

Date: 8/17/98

Dept Head: ADP Date: \_\_\_\_\_ PBO: \_\_\_\_\_

Date: \_\_\_\_\_

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Revised 6/96



TRAVIS COUNTY  
PERSONNEL ACTION FORM

Social Security

Hired: 09-02-97

Employee

ECKHARDT, SARAH

Address

Birth Date

Sex: F

Marital Status

Ethnicity Code

TX Drivers Lic

Type:

Expires:

Confidential

19 Verification:

Handicap Code:

ACTION REQUIRED . . . . . 19-RETURN FROM LWOP

COURT APPROVAL NECESSARY? YES

Date: \_\_\_\_\_

COMMENTS . . . . .

DATE LICENSED:

REPLACEMENT FOR: . . . . .

EFFECTIVE DATE OF ACTION: 08-03-98

TIME: 8:00AM

CURRENT STATUS

NEW STATUS

Position Code

12394

Position Title

LAW CLERK

Dept/Div/Act

001-19-20-541-0701

Slot Number

90

Employee Status

01

Full Time Equivalent

PT

Exempt from overtime

N

Hourly or Salaried

S

No. Hrs/Week

20

Grade

012

Hourly Rate

12.87

Semi Monthly Rate

Annual Rate

13,384.80

Fund Split

100%

Worker's Comp Code

8810

FEO Function

01

FEO CATEGORY

05

Grant Period

Project Number

User ID

Requesting Department

Prepared by: CHANTELE GRAHAM Date: 08-04-98 HRMD:

Date: 8/10/98

Dept Head: \_\_\_\_\_ Date: \_\_\_\_\_ PBO: \_\_\_\_\_

Date: \_\_\_\_\_

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Revised 6/96

TRAVIS COUNTY  
PERSONNEL ACTION FORM

Social Security

Hired:09-02-97

Employee

ECKHARDT, SARAH

Address

Birth Date

Sex: F

Marital Status: S

Ethnicity Code

TX Drivers Lic

Type:

Expires:

Confidential

19 Verification:

Handicap Code:

ACTION REQUIRED . . . . . 14-LEAVE OF ABSENCE WITHOUT PAY

COURT APPROVAL NECESSARY? YES Date: \_\_\_\_\_

COMMENTS . . . . .

DATE LICENSED:

REPLACEMENT FOR: . . . . .

EFFECTIVE DATE OF ACTION: 07-07-98 TIME: 8:00AM

	CURRENT STATUS	NEW STATUS
Position Code	12394	
Position Title	LAW CLERK	
Dept/Div/Act	001-19-20-541-0701	
Slot Number	90	
Employee Status		
Full Time Equivalent	PT	
Exempt from overtime	N	
Hourly or Salaried	S	
No. Hrs/Week	40	
Grade	012	
Hourly Rate	12.87	
Semi Monthly Rate		
Annual Rate	13,384.80	
Fund Split	100%	
Worker's Comp Code	8810	
EEO Function	01	
EEO CATEGORY	05	
Grant Period		
Project Number		
User ID		

Requesting Department

Prepared by: CHANTELLE GRAHAM Date: 07-08-98 HRMD: *Chantelle Graham* Date: 7/13/98  
Dept Head: *Chantelle Graham* Date: \_\_\_\_\_ PBO: \_\_\_\_\_ Date: \_\_\_\_\_

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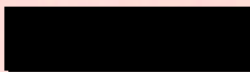
Revised 6/96



**TRAVIS COUNTY  
PERSONNEL ACTION FORM**

*9-2.97 Cg*

Social Security



Hired: 12-08-97

Employee

ECKHARDT, SARAH

Address

Birth Date

Sex: F

Marital Status:

Ethnicity Code

TX Drivers Lic

Confidential

Type:

Expires:

19 Verification:

Handicap Code:

ACTION REQUIRED ..... 04 EMPLOYEE TRANSFER

COURT APPROVAL NECESSARY? \_\_\_\_\_ Date: \_\_\_\_\_

COMMENTS ..... EMPLOYEE TRANSFERED FROM DIV. 19-10 TO 19-20

DATE LICENSED:

REPLACEMENT FOR:

EFFECTIVE DATE OF ACTION: 12-01-97 TIME: 8:00AM

	CURRENT STATUS	NEW STATUS
Position Code	10119	10119
Position Title	LAW CLERK	LAW CLERK
Dept/Div/Act	001-19-10-541-0701	001-19-20-541-0701
	TCA	TCA
Slot Number	123	90
Employee Status		
Full Time Equivalent	PT	PT
Exempt from overtime	N	N
Hourly or Salaried	S	S
No. Hrs/Week	20	20
Grade	10	10
Hourly Rate	10.41	10.41
Semi Monthly Rate		
Annual Rate	10,826.40	10,826.40
Fund Split	100%	100%
Worker's Comp Code	8810	8810
EEG Function	01	01
EEG CATEGORY	05	05
Grant Period		
Project Number		
User ID		

Requesting Department

Prepared by: CHANTELLE GRAHAM Date: 12-08-97 HRMD: \_\_\_\_\_ Date: 12/10/97

Dept Head: \_\_\_\_\_ Date: \_\_\_\_\_ PBO: \_\_\_\_\_ Date: \_\_\_\_\_

copy distribution white-HRMD,yellow-Payroll,pink-Department

Revised 6/96

PR741U01

TRAVIS COUNTY

12/11/97

Authorization History Maintenance

10:03:55

Position . . . . . : 10119 LAW CLERK  
Dpt/div/act . . . . . : 1920541 CA CRIMINAL  
Authorization number . . : 123  
Position to date . . . . .

Type options, press Enter.

2=Change 4=Delete 5=Display 7=Employee status history

Opt	Date	Description	Employee
	9/02/97	APPOINTMENT	ECKHARDT, SARAH
	8/22/97	Employee terminated	Unfilled
	1/28/97	Authorization added	Unfilled
	0/00/00	APPOINTMENT	PARISH, VICTORIA M

F3=Exit F6=Add F8=Print List F12=Cancel



KEN ODEN  
COUNTY ATTORNEY  
DAVID A. ESCAMILLA  
FIRST ASSISTANT  
JAMES W. COLLINS  
EXECUTIVE ASSISTANT  
314 W. 11TH. STE. 300  
P.O. BOX 1748  
AUSTIN, TEXAS 78767  
(512) 473-9513  
FAX: (512) 473-9316

TRANSACTIONS DIVISION

DARWIN MCKEE†  
BARBARA J. WILSON†  
TAMARA A. ARMSTRONG†  
JOHN C. HILLE, JR.  
GORDON R. BOWMAN\*  
MARY ETTA GERHARDT  
JAMES M. CONNOLLY  
PATRICIA GOODMAN

\*BOARD CERTIFIED—COMMERCIAL REAL ESTATE LAW—  
TEXAS BOARD OF LEGAL SPECIALIZATION  
†MEMBER OF THE COLLEGE  
OF THE STATE BAR

September 23, 1997

To Whom It May Concern

I, Tamara Armstrong, am an Assistant County Attorney for Travis County, Texas. From September 1995, through May 1996, I had the opportunity to work with Ms. Sarah Eckhardt, a law student who worked as a law clerk in our office. During the time of her employment, Sarah Eckhardt assisted me in conducting extensive legal research on a wide of range of legal issues, some of which were very complex. In conducting legal research, Sarah Eckhardt became very familiar with all the primary and secondary legal resources for state and federal statutory law, state and federal case law, and other legal authorities.

Sarah Eckhardt is a very reliable and efficient worker with a very pleasant disposition. She is again working as a law clerk for the Travis County Attorney's Office; and, I am certain that her work performance will again be excellent.

If you have any questions regarding Ms. Eckhardt, please contact Ms. Tamara Armstrong, Assistant County Attorney, at 473-9513.

Sincerely yours,

*Tamara Armstrong by S. M. 9/25/97*  
Tamara Armstrong  
Assistant County Attorney

TRAVIS COUNTY  
PERSONNEL ACTION FORM

Social Security

Hired: 09-02-97

Employee

ECKHARDT, SARAH

Address

Birth Date

Sex: F

Marital Status:

Ethnicity Code

TX Drivers Lic

Type:

Expires:

Confidential

19 Verification:

Handicap Code:

ACTION REQUIRED . . . . . 01 APPOINTMENT

COURT APPROVAL NECESSARY? NO

Date: 9/16/97

COMMENTS

DATE LICENSED:

REPLACEMENT FOR:

EFFECTIVE DATE OF ACTION: 09-02-97 TIME: 8:00AM

CURRENT STATUS

NEW STATUS

Position Code

10119

Position Title

LAW CLERK

Dept/Div/Act

001-19-10-541-0701

Slot Number

TCA

Employee Status

123

Full Time Equivalent

PT

Exempt from overtime

N

Hourly or Salaried

S

No. Hrs/Week

20

Grade

10

Hourly Rate

10.41

Semi Monthly Rate

Annual Rate

10,826.40

Fund Split

100%

Worker's Comp Code

8810

EEO Function

01

EEO CATEGORY

05

Grant Period

Project Number

User ID

Requesting Department

Prepared by: CHANTELE GRAHAM

Date: 9-3-97 HRMD:

Date: 9/14/97

Dept Head:

Date:

PBO:

Date:

copy distribution white-HRMD,yellow-Payroll,pink-Department

Revised 6/96



**TRAVIS COUNTY  
PERSONNEL ACTION FORM**

Hired: 09-02-97

Social Security

Employee

ECKHARDT, SARAH

Address

Birth Date

Sex: F

Marital Status:

Ethnicity Code

TX Drivers Lic

Type:

Expires:

Confidential

19 Verification:

Handicap Code:

ACTION REQUIRED . . . . . 01 APPOINTMENT

COURT APPROVAL NECESSARY? NO

Date: \_\_\_\_\_

COMMENTS

DATE LICENSED:

REPLACEMENT FOR:

EFFECTIVE DATE OF ACTION: 09-02-97 TIME: 8:00AM

	CURRENT STATUS	NEW STATUS
Position Code	10119	
Position Title	LAW CLERK	
Dept/Div/Act	001-19-10-541-0701	
	TCA	
Job Number	123	
Employee Status		
Full Time Equivalent	PT	
Exempt from overtime	N	
Hourly or Salaried	S	
Mo. Hrs/Week	20	
Grade	10	
Hourly Rate	10.41	
Semi Monthly Rate		
Annual Rate	10,826.40	
Load Split	100%	
Worker's Comp Code	8810	
EO Function	01	
EO CATEGORY	05	
Grant Period		
Project Number		
User ID		

PERSONNEL  
SEP -3 PM 3:52

Requesting Department

Prepared by: CHANTELE GRAHAM

Date: 9-3-97 HRMD:

Date: \_\_\_\_\_

Dept Head:

Date: \_\_\_\_\_

PBO: \_\_\_\_\_

Date: \_\_\_\_\_

Copy distribution white-HRMD,yellow-Payroll,pink-Department

Revised 6/96

*Eckhardt, Sarah*  
Employee Name (Last, First, MI)

PERSONNEL ACTION FORM

19-20

Department / Division No.

**INSTRUCTIONS: Please complete in typewritten form. Circle necessary actions required.**

Appointment  
Appointment (Temporary)  
Temporary to Regular  
Regular to Temporary  
Part Time to Full Time  
Full Time to Part Time

Change / Part Time Status  
Administrative Leave W/pay  
Returning from Administrative Leave  
Suspension W/O pay  
Returning from suspension  
Leave of absence W/pay

Leave of absence W/O pay  
Returning from LOA W/O pay  
Military Leave W/O pay  
Returning from Military Leave  
Family/Medical Leave W/O pay  
Returning from Family /Medical Leave  
Termination (involuntary)  
Resignation (voluntary)  
Work Completed  
Retired

Deceased  
Demotion  
Promotion within Dept.  
Merit  
Performance Review  
Employee Transfer  
Name Change  
Phone Number Change  
Business Phone No. Change  
Promotional Employee Transfer

Requiring Court Approval

Salary Adjustment  
Reclassification  
Reorganization  
Position Transfer  
New Position  
Deletion of Position  
Division Change(s)  
Reduction In Force

Status Change from NE to EX - Pay for Comp time balance- Yes/No. Balance \_\_\_\_\_

Effective Date Of This Action: 5-31-96 Effective Time of This Action: 5 pm

Comments: \_\_\_\_\_

Replacement for:

1. Employee Name (Last, First, MI): Eckhardt, Sarah 2. SS #: \_\_\_\_\_ 3. Hire Date: \_\_\_\_\_  
4. Complete Address: \_\_\_\_\_ 5. Home Phone: \_\_\_\_\_  
6. Work Phone: \_\_\_\_\_

TO BE COMPLETED BY HUMAN RESOURCES MGMT DEPT

7 Birth Date:	8. TDL #:	9. Sex:	10. Ethnicity Code:
11. SS #:	12. I-9 Completed?:	13. Open Records?:	B. White C. Black D. Hispanic E. Asian/Pacific Islander F. Amer Ind/Alaskan Native G. OTHER
14. Marital Status:	15. Handicap Code:	16. Previous Employee?:	
17. CURRENT Position Code: <u>10119</u>	18. CURRENT Position Title: <u>Law Clerk</u>		
NEW Position Code:	NEW Position Title:		
19. CURRENT Slot #: <u>90</u>	20. CURRENT Exempt from OT? (Y or N): <u>N</u>	21. CURRENT Full Time/Part/Temp Code: <u>pt</u>	
NEW Slot #:	NEW Exempt from OT? (Y or N):	NEW Full Time/Part/Temp Code:	
22. CURRENT Dept. Name: <u>Jones County Attorney</u>	23. CURRENT No. of Hours Per Week: <u>20</u>		
NEW Dept. Name:	NEW No. of Hours Per Week:		
24. CURRENT Grade <u>10</u> Step _____ Hourly Rate _____ Annual Salary <u>10,826.40</u>			
NEW Grade _____ Step _____ Hourly Rate _____ Annual Salary _____			
25. CURRENT Account Number(s): <u>001 - 19-20-541 - 0701</u> Percent: _____ Additional Fund splits may be listed in the Comments area above.	26. CURRENT Worker's Comp Code: _____ NEW Worker's Comp Code: _____		
NEW Account Number(s): _____ Percent: _____ Additional Fund splits may be listed in the Comments area above.	27. NEW EEO FUNC: _____ NEW EEO CAT: _____		

ACKNOWLEDGEMENTS

REQUESTING DEPT.

Prepared By \_\_\_\_\_ Phone # \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

J. A. E.  
Department Head \_\_\_\_\_ Date \_\_\_\_\_

HUMAN RESOURCES

PERSONNEL  
Employment/Compensation \_\_\_\_\_ Date \_\_\_\_\_

Department Head \_\_\_\_\_ Date \_\_\_\_\_

☐ No approval necessary from Commissioners' Court

COMMISSIONERS' COURT

Court Approval Date \_\_\_\_\_

PAYROLL

Date \_\_\_\_\_



Employee Name (Last, First, MI)

PERSONNEL ACTION FORM

Department / Division Nos.

INSTRUCTIONS: Please complete in typewritten form. Circle necessary actions required.

Appointment  
Appointment (Temporary)  
Temporary to Regular  
Regular to Temporary  
Part Time to Full Time  
Full Time to Part Time

Change / Part Time Status  
Administrative Leave W/pay  
Returning from Administrative Leave  
Suspension W/O pay  
Returning from suspension  
Leave of absence W/pay

Leave of absence W/O pay  
Returning from LOA W/O pay  
Military Leave W/O pay  
Returning from Military Leave  
Family/Medical Leave W/O pay  
Returning from Family /Medical Leave  
Termination (Involuntary)  
Resignation (voluntary)  
Work Completed  
Retired

Deceased  
Demotion  
Promotion within Dept.  
Merit  
Performance Review  
Employee Transfer  
Name Change  
Phone Number Change  
Business Phone No. Change  
Promotional Employee Transfer

Requiring Court Approval

Salary Adjustment  
Reclassification  
Reorganization  
Position Transfer  
New Position  
Deletion of Position  
Division Change(s)  
Reduction In Force

Status Change from NE to EX - Pay for Comp time balance- Yes/No. Balance

Effective Date Of This Action: 5-31-96 Effective Time of This Action: 5 pm

Comments:

\* Need copy of resignation letter

Replacement for:

1. Employee Name (Last, First, MI): Eckhardt, Sarah 2. SS: [REDACTED] Hire Date: 9/1/95

4. Complete Address: 5. Home Phone:

6. Work Phone:

TO BE COMPLETED BY HUMAN RESOURCES MGMT DEPT

7 Birth Date: 8. TDL #: 9. Sex: 10. Ethnicity Code:

11. SS #: 12. I-9 Completed?: 13. Open Records?: B. White C. Black D. Hispanic E. Asian/Pacific Islander F. Amer Ind/Alaskan Native G. OTHER

14. Marital Status: 15. Handicap Code: 16. Previous Employee?:

17. CURRENT Position Code: 10119 18. CURRENT Position Title: Law Clerk

NEW Position Code:

NEW Position Title:

19. CURRENT Slot #: 90 20. CURRENT Exempt from OT? (Y or N): N 21. CURRENT Full Time/Part/Temp Code: p.t.

NEW Slot #:

NEW Exempt from OT? (Y or N):

NEW Full Time/Part/Temp Code:

22. CURRENT Dept. Name: Travis County Attorney 23. CURRENT No. of Hours Per Week: 20

NEW Dept. Name:

NEW No. of Hours Per Week:

24. CURRENT Grade 10 Step Hourly Rate 10.41 Annual Salary 10826.40

NEW Grade

Step

Hourly Rate

Annual Salary

25. CURRENT Account Number(s): 001 - 19120 - 501 - 0201 Percent: 26. CURRENT Worker's Comp Code: 8810

Additional Fund splits may be listed in the Comments area above.

Percent:

NEW Worker's Comp Code:

NEW Account Number(s):

Percent:

27. NEW EEO FUNC: 01

Additional Fund splits may be listed in the Comments area above.

Percent:

NEW EEO CAT: 05

ACKNOWLEDGEMENTS

REQUESTING DEPT.

HUMAN RESOURCES

COMMISSIONERS' COURT

Prepared By Phone #

Employment/Compensation Date

Court Approval Date

Supervisor Date

Department Head Date

PAYROLL

Department Head Date

☒ No approval necessary from Commissioners' Court

Date



*Eckhardt, Sarah*  
Employee Name (Last, First, MI)

PERSONNEL ACTION FORM

19 20  
Department / Division Nos.

INSTRUCTIONS: Please complete in typewritten form. Circle necessary actions required.

Appointment

Appointment (Temporary)  
Temporary to Regular  
Regular to Temporary  
Part Time to Full Time  
Full Time to Part Time

Change / Part Time Status  
Administrative Leave W/pay  
Returning from Administrative Leave  
Suspension W/O pay  
Returning from suspension  
Leave of absence W/pay

Leave of absence W/O pay  
Returning from LOA W/O pay  
Military Leave W/O pay  
Returning from Military Leave  
Family/Medical Leave W/O pay  
Returning from Family /Medical Leave  
Termination (involuntary)  
Resignation (voluntary)  
Work Completed  
Retired

Deceased  
Demotion  
Promotion within Dept.  
Merit  
Performance Review  
Employee Transfer  
Name Change  
Phone Number Change  
Business Phone No. Change  
Promotional Employee Transfer

Requiring Court Approval

Salary Adjustment  
Reclassification  
Reorganization  
Position Transfer  
New Position  
Deletion of Position  
Division Change(s)  
Reduction In Force

Status Change from NE to EX - Pay for Comp time balance- Yes/No. Balance

Effective Date Of This Action: 9-1-95

Effective Time of This Action: 8 AM

Comments:

Replacement for:

1. Employee Name (Last, First, MI): *Eckhardt, Sarah*

2. SS

3. Hire Date: 8/18/93

4. Complete Address:

5. Home Phone:

6. Work Phone: 473-9509

TO BE COMPLETED BY HUMAN RESOURCES MGMT DEPT

7. Birth Date:

8. TDL #:

9. Sex:

10. Ethnicity Code:

11. SS #:

12. I-9 Completed?:

13. Open Records?:

B. White  
C. Black  
D. Hispanic  
E. Asian/Pacific Islander  
F. Amer Ind/Alaskan Native  
G. OTHER

14. Marital Status:

15. Handicap Code:

16. Previous Employee?:

17. CURRENT Position Code: 10119

18. CURRENT Position Title: Law Clerk

NEW Position Code:

NEW Position Title:

19. CURRENT Slot #: 90

20. CURRENT Exempt from OT? (Y or N): N

21. CURRENT Full Time/Part/Temp Code: pt-

NEW Slot #:

NEW Exempt from OT? (Y or N):

NEW Full Time/Part/Temp Code:

22. CURRENT Dept. Name: Marion County Attorney

23. CURRENT No. of Hours Per Week: 20

NEW Dept. Name:

NEW No. of Hours Per Week:

24. CURRENT Grade 10 Step 1 Hourly Rate 10.41

Annual Salary 10,826.40

NEW Grade Step

Hourly Rate

Annual Salary

25. CURRENT Account Number(s): 001 - 1410-541 - 0701

Percent:

26. CURRENT Worker's Comp Code:

Additional Fund splits may be listed in the Comments area above.

Percent:

NEW Worker's Comp Code:

NEW Account Number(s):

Percent:

27. NEW EEO FUNC:

Additional Fund splits may be listed in the Comments area above.

Percent:

NEW EEO CAT:

ACKNOWLEDGEMENTS

REQUESTING DEPT.

Prepared By

Phone #

Supervisor

Date

Department Head

Date

HUMAN RESOURCES

Employment/Compensation

Date

Department Head

Date

☐ No approval necessary from Commissioners' Court

COMMISSIONERS' COURT

Court Approval Date

PAYROLL

Date

Eckhardt, Sarah

9/26/95 PERSONNEL ACTION FORM

19-20

Department / Division Nos.

INSTRUCTIONS: Please complete k:  
typewritten form. Circle necessary  
actions required.

Appointment  
Appointment (Temporary)  
Temporary to Regular  
Regular to Temporary  
Part Time to Full Time  
Full Time to Part Time

Change / Part Time Status  
Administrative Leave W/pay  
Returning from Administrative  
Leave  
Suspension W/O pay  
Returning from suspension  
Leave of absence W/pay

Leave of absence W/O pay  
Returning from LOA W/O pay  
Military Leave W/O pay  
Returning from Military Leave  
Family/Medical Leave W/O pay  
Returning from Family/Medical Leave  
Termination (involuntary)  
Resignation (voluntary)  
Work Completed  
Retired

Deceased  
Demotion  
Promotion within Dept.  
Merit  
Performance Review  
Employee Transfer  
Name Change  
Phone Number Change  
Business Phone No. Change  
Promotional Employee Transfer

Requiring Court Approval

Salary Adjustment  
Reclassification  
Reorganization  
Position Transfer  
New Position  
Deletion of Position  
Division Change(s)  
Reduction in Force

SC  
01

Status Change from NE to EX - Pay for Comp time balance- Yes/No. Balance

Effective Date Of This Action: 9-1-95 Effective Time of This Action: 8 AM

Comments:

\* Need a copy of APP

Replacement for:

1. Employee Name (Last, First, MI): Eckhardt, Sarah 2. SS #: Hire Date: 8/18/93  
4. Complete Address: 5. Home Phone: 6. Work Phone: 473-9509

TO BE COMPLETED BY HUMAN RESOURCES MGMT DEPT

7 Birth Date	8. TDL	9. Sex: Female	10. Ethnicity Code: B
11. SS	12. I-9 Completed?: Yes	13. Open Records?: Yes	14. Marital Status
15. Handicap Code:	16. Previous Employee?: No	17. CURRENT Position Code: 10119	
18. CURRENT Position Title: Law Clerk		19. CURRENT Slot #: 90	
20. CURRENT Exempt from OT? (Y or N): N		21. CURRENT Full Time/Part/Temp Code: pt.	
22. CURRENT Dept. Name: Stanis County Attorney		23. CURRENT No. of Hours Per Week: 20	
24. CURRENT Grade: 10 Step 1 Hourly Rate: 1041 Annual Salary: 10,826.40		25. CURRENT Account Number(s): 001-19-20-541-0701	
26. CURRENT Worker's Comp Code: 8810		27. NEW EEO FUNC: 01	
28. NEW EEO CAT: 05		29. NEW EEO FUNC: 01	

ACKNOWLEDGEMENTS

REQUESTING DEPT.	HUMAN RESOURCES	COMMISSIONERS' COURT
Prepared By	9/12/95	Court Approval Date
Supervisor	Department Head	PAYROLL
Department Head	Date	Date

As an employee of KEN ODEN, the Travis County Attorney, I recognize and acknowledge that the Personnel Policies and Procedures promulgated by the Commissioners Court of Travis County, Texas, apply to me only to the extent that they create my position and authorize the compensation therefor. I realize that during the course of my employment I will be subject to personnel policies and procedures promulgated by KEN ODEN, the Travis County Attorney, and not to those promulgated by the Commissioners Court. I further realize that I serve in my position at the will and pleasure of KEN ODEN, the Travis County Attorney, and have no right to continued employment in the office of the Travis County Attorney.

Sarah Eckhardt  
Employee

Amanda Valdez  
Witness

9/1/95  
Date

## **SARAH ECKHARDT**

### **Education**

The University of Texas School of Law, Austin, J.D. expected May 1988  
1995 Thad T. Hutcheson Moot Court Competition Semifinalist, Texas Law  
Fellowship Board Member.

The L.B.J. School of Public Affairs, Austin, M.P.A. expected May 1988  
New York University, New York City, B.F.A. in Theater, 1986

### **Experience**

#### **Legal**

##### **Paralegal**

Herrick, Feinstein - New York City, July 1993-July 1994

Provided a broad range of support to partners, associates and clients in this general practice law firm of approximately 50 attorneys.

LITIGATION - analyzed and maintained documents, prepared and served subpoenas, assisted in answering interrogatories, compiled deposition trial exhibits, assisted in preparing witnesses for deposition and trial, assisted attorneys in the courtroom, and prepared post-trial Bills of Cost.

REAL ESTATE - assisted in the preparation of documents for closings and attended closings as proxy for attorneys.

BANKRUPTCY - assisted in the preparation of documents, filed documents, and retrieved documents from the court clerk.

TRUSTS AND ESTATES - retrieved and organized documents in preparation for tax audits.

#### **Restaurant Management**

##### **Restaurant Manager and Co-Owner**

Nadine's - New York City, May 1987 to July 1994

Built the clientele, trained the staff, designed public relations and press campaigns, and produced and managed special events for this highly successful and trend setting restaurant in Greenwich Village.

#### **Theater and Film Production**

##### **Director, Producer, Press Representative**

Atlantic Theater Company - New York City, 1986 to 1994

Charter member of this theater company founded by playwright David Mamet. Directed and/or produced plays, benefit performances, and radio shows in New York, Chicago, Philadelphia and Vermont. Managed production staffs, performers and press campaigns, overseeing scheduling, rehearsals, design, and budget.

#### **Politics**

##### **Co-chairperson (volunteer)**

The Mayor's Host Committee for the Texas Delegation to the Democratic National Convention - New York City, 1992

Co-managed the creation and assembly of the delegates' welcoming package including co-writing "The Insider's Guide to New York" (a forty page handbook borrowed extensively by other delegations). Remained on-call throughout the convention to answer any questions and assist with any problems the delegates had.

##### **Co-organizer (volunteer)**

Texpatriots for Ann Richards - New York City, 1989

Managed catering, entertainment and donation of auction items for fund raisers at the Lone Star Roadhouse and at Nadine's during Ann Richards's 1989 campaign for Governor of Texas.



## NEW EMPLOYEE INFORMATION

NAME: SARAH ECKHARDT

ADDRESS: [REDACTED]

PHONE NUMBER: [REDACTED]

PAGER/CELL PHONE NUMBER: blissfully N/A

DATE OF BIRTH: [REDACTED]

SOCIAL SECURITY NUMBER: [REDACTED]

BAR NUMBER: 90001705

---

INTEROFFICE MEMORANDUM

---

TO: MACK

FROM: SARAH E. [REDACTED]

SUBJECT: [REDACTED]

DATE: 09/25/00

---

To memorialize our conversation of a week ago, I am asking for a six month leave to *probably* begin [REDACTED] January 8, 2001. [REDACTED]

9/25/2000  
Approved  
MACK



# HRMD

*Human Resources Management Department*

---

209 W. 9th Street, Room 100 • P.O. Box 1748 • Austin, Texas 78767 • (512) 473-9165 / FAX(512) 473-4203

**DATE:** July 27, 1999  
**TO:** Susan Spataro, County Auditor  
**FROM:** Dan Mansour, Risk Manager *DM*  
**SUBJECT:** Payment of Back Wages for Sarah Eckhardt  
DOI: 12/1/98

---

On the next available payroll check, please include \$780.00 in back wages from 001-1920-541-0701 for the following employee:

Sarah Eckhardt

Thank you for your assistance.

Backup attached.

DM/dps

xc: HRMD  
Chantelle Graham, CA

## **RECOMMENDATION FOR PAYMENT**

<b>DATE</b>	7/27/99
<b>COUNTY DEPARTMENT</b>	County Attorney
<b>DATE OF HIRE</b>	9/2/97
<b>EMPLOYEE</b>	Sarah Eckhardt
<b>DESCRIPTION OF INCIDENT</b>	Employee was promoted on 12/1/98. Employee salary increase was delayed resulting in back wages of \$780.00.
<b>RECOMMENDATION</b>	Recommendation based on Commissioners Court directions of 3/30/99. The Risk Manager recommends a payment of back wages in the amount of \$780.00 be made from 001-19-20- 541-0701.

xc: HRMD

**COMMISSIONERS COURT CHECK OFF LIST**

**PAF**

✓

**MATRIX**

✓

**HTE PAYROLL PRINT OUT**

✓

**CC EXCERPT OF APPROVAL**

✓

**GROSS AMOUNT OF WAGES DUE**

\$780.00

**ELECTED OFFICIAL'S LETTER**

N/A



**TRAVIS COUNTY  
PERSONNEL ACTION FORM**

**Social Security** .....

Hired: 09-02-97

**Employee  
Address** .....

ECKHARDT, SARAH

**Birth Date** .....

**Sex:** F

**Marital Status:** .....

**Ethnicity Code** .....

**TX Drivers Lic** .....

**Confidential** .....

**Type:** .....

**Expires:** .....

**ID Verification** .....

**Handicap Code:** .....

**ACTION REQUIRED** ..... 03- PROMOTION

**COURT APPROVAL NECESSARY?** YES

**Date:** 12-17-98

**COMMENTS** ..... NEW POSITION IS CURRENTLY AN ASST CO ATTY IV,  
PLEASE CHANGE TITLE.

**DATE LICENSED:** .....

**REPLACEMENT FOR:** ..... NEW POSITION PER FY '99

**EFFECTIVE DATE OF ACTION:** 12-01-98 **TIME:** 8:00AM

	CURRENT STATUS	NEW STATUS
<b>Position Code</b> .....	12394	16027
<b>Position Title</b> .....	LAW CLERK	ASST CO ATTY I
<b>Dept/Div/Act</b> .....	001-19-20-541-0701	001-19-20-541-0701
	001-19-10-541-0701	
	TCA	TCA
<b>Slot Number</b> .....	90 & 85	156
<b>Employee Status</b> .....	01-REGULAR	01-REGULAR
<b>Full Time Equivalent</b> .....	FULL TIME	FULL TIME
<b>Exempt from overtime</b> .....	NO	YES
<b>Hourly or Salaried</b> .....	SALARY	SALARY
<b>No. Hrs/Week</b> .....	40	40
<b>Grade</b> .....	012	
<b>Hourly Rate</b> .....	12.87	17.37
<b>Semi Monthly Rate</b> .....		
<b>Annual Rate</b> .....	26,769.60	36,129.60
<b>Fund Split</b> .....	50% 19-10	100%
	50% 19-20	
<b>Worker's Comp Code</b> .....	8810	8810
<b>EO Function</b> .....	01	01
<b>EO CATEGORY</b> .....	05	02
<b>Grant Period</b> .....		
<b>Project Number</b> .....		
<b>User ID</b> .....		

**\$780.00**

**Requesting Department:** .....  
**Prepared by:** CHANTELLE GRAHAM **Date:** 12-17-98 **HRMD:** ..... **Date:** .....  
**Dept Head:** [Signature] **Date:** ..... **PBO:** ..... **Date:** .....

Compensation Matrix for: (please check one)

☐ New Hire

☐ Reinstatement

☒ Promotion

☐ Demotion

☐ Transfer

☐ Reclassification

(resulting in different title and qualifications)

Employee's Name SARAH ECKHARDT

SSN [REDACTED]

Position Title: LAWYER ASST CC ATTY I

Previous Position Title (if applicable) LAW CLERK

Levels	Minimum Experience required by job description - <u>0-10 yrs.</u>  Additional Relevant Experience - Meets minimum job requirements plus <u>0-10</u> yrs. (Please attach documentation)	Minimum education required by job description - <u>LAW DEGREE</u>  One additional level may be added for Relevant Degree beyond minimum requirements. (Please document - attach additional pages if required for complete documentation)	Relevant Special Skills or certification required for job description =  One additional level may be added for Relevant Special Skills and/or Certification beyond minimum requirements. (Please document - attach additional pages if required for complete documentation)
Min	up to one year additional relevant experience	Additional degree as documented by.....	Additional relevant special skill (s) or certification as documented by.....
1	more than one year additional relevant experience, less than 2 years additional experience	<u>Masters in Public Affairs</u> <u>U.T. L.B.J. School</u> <u>(See Resume)</u>	
2	more than 2, less than 3 years additional relevant experience		
3	more than 3, less than 4 years additional relevant experience		
4	more than 4, less than 5 years additional relevant experience		
5	more than 5, less than 6 years additional relevant experience (if level not available move to midpoint)		
6	more than 6, less than 7 years additional relevant experience (if level not available move to midpoint)		
7	more than 7, less than 8 years additional relevant experience (if level not available move to midpoint)		
Midpoint (8)	more than 8 years relevant experience		
** assignments between midpoint and maximum require approval of Commissioners Court			
Max			
	(A) Sub Total: <u>1000</u>	(B) Sub Total: <u>1</u>	(C) Sub Total: <u>0</u>
Pay Grade <u>16</u> + Level <u>1</u> = Salary <u>36,129.60</u> + Perf. Credit <u>0</u> % Total <u>36,129.60</u> Reviewer Signature <u>[Signature]</u> Dept. Head Signature <u>[Signature]</u> Slot # <u>156</u> *HRMD approval _____ **Date approved by Commissioners Court <u>1/1/14</u>			

PR720I01

**TRAVIS COUNTY**  
**Check Detail**

7/06/99  
11:56:09

Employee . . . . . :	[REDACTED]	ECKHARDT, SARAH	
Pay period . . . . . :	1	Gross amount . . . . . :	1,115.40
Check number . . . . . :		Net amount . . . . . :	[REDACTED]
Check date . . . . . :	1/15/99	Check amount . . . . . :	

Description Code	Date	Cyc	Qty (2)	Amount	Description	Qty (2)	Amount
01	12/21	51	400	51.48	RETIREMENT		78.08
01	12/21	51	400	51.48	<b>Taxes</b>		
01	12/18	50	400	51.48	SOCIAL SECURITY		69.15
01	12/18	50	400	51.48	MEDICARE		16.17
01	12/18	50	400	51.48	FEDERAL WITHHOLDIN		[REDACTED]
01	12/17	50	400	51.48	<b>Benefits</b>		
01	12/17	50	400	51.48	MEDICARE		16.17
01	12/16	50	400	51.48	RETIREMENT		99.72
01	12/16	50	400	51.48	SOCIAL SECURITY		69.15
<b>Adjustments</b>					WORKERS' COMPENSAT		1.51
							+

Press Enter to continue.

F3=Exit    F12=Cancel    F13=Hours summary    F18=Distribution detail

*\$ 1,505.40*  
*1115.40*  


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*\$ 390.00*

*210.1*

PR720I01

TRAVIS COUNTY  
Check Detail

7/06/99  
11:58:11

Employee . . . . .	:		ECKHARDT, SARAH	
Pay period . . . . .	:	24	Gross amount . . . . .	1,115.40
Check number . . . . .	:		Net amount . . . . .	
Check date . . . . .	:	12/31/98	Check amount . . . . .	

Description		Qty (2)	Amount	Description	Qty (2)	Amount
Code	Date	Cyc				
01	12/03	48	400	51.48	SOCIAL SECURITY	69.15
01	12/03	48	400	51.48	MEDICARE	16.17
01	12/02	48	400	51.48	FEDERAL WITHHOLDIN	
01	12/02	48	400	51.48	Benefits	
01	12/01	48	400	51.48	LIFE INSURANCE	
01	12/01	48	400	51.48	MEDICARE	16.17
01	12/01	48	400	51.48	HEALTH BCBS PPO	179.57
Adjustments					RETIREMENT	83.43
RETIREMENT			78.08		SOCIAL SECURITY	69.15
Taxes					WORKERS' COMPENSAT	1.51
						+

Press Enter to continue.

F3=Exit F12=Cancel F13=Hours summary F18=Distribution detail

125 PER

*gross 1,505.40*  
*ps*  
*1,115.40*  


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*390.00*  
*owed*

**Requested By:** Donna Parker Stirman, HRMD, x 9584  
**Date Requested:** April 7, 1999

## **CERTIFIED MINUTES EXCERPT**

The Travis County Commissioners' Court convened on Tuesday, March 30, 1999. The following Item was considered:

4. **CLARIFY AUTHORITY OF EXECUTIVE MANAGERS UNDER CHAPTER 10 OF THE TRAVIS COUNTY CODE TO SET COMPENSATION LEVELS WITHIN GUIDELINES SET BY THE COMMISSIONERS' COURT, REVIEW CLAIMS OF CERTAIN TNR DEPARTMENT EMPLOYEES, AND TAKE APPROPRIATE ACTION.** (10:38 AM) (2:06 PM) (3:50 PM) (3:55 PM)

**Members of the Court heard from:** Joe Gieselman, Executive Manager, Transportation and Natural Resources (TNR); Alicia Perez, Executive Manager, Administrative Operations; Susan Spataro, Travis County Auditor; David Escamilla, First Assistant County Attorney; and Linda Moore Smith, Director, HRMD.

Judge Biscoe announced that Item 4 would be considered in Executive Session.

**Motion by Judge Biscoe and seconded by Commissioner Sonleitner**, to clarify the authority of the Executive Managers, that as of December 1, 1998 the Executive Managers have the authority to hire applicants to work at Travis County, as long as they made such hiring decisions within the guidelines set by the Travis County Commissioners' Court, as long as the compensation level was at entry level up to midpoint (subject to the availability of funds in the Departments budget), and anything that would be considered a routine hire.

<b>Motion carried:</b>	County Judge Samuel T. Biscoe	-	yes
	Precinct 1, Commissioner Ron Davis	-	yes
	Precinct 2, Commissioner Karen Sonleitner	-	yes
	Precinct 3, Commissioner Todd Baxter	-	yes
	Precinct 4, Commissioner Margaret J. Gómez	-	yes



I, Dana DeBeauvoir, County Clerk and Ex-Officio Clerk of the Commissioners' Court of Travis County, Texas, do hereby certify that the above is correct information from the Proceedings of the Commissioners' Court of Travis County, Texas.

Witness my hand and seal, this the 7<sup>th</sup> day of April, 1999.




DANA DeBEAUVOIR  
County Clerk and Ex-Officio Clerk  
of the Commissioners' Court of  
Travis County, Texas

By: Melissa Nuñez  
Melissa Nuñez, Deputy

8/18/98

Chantelle,

I am having trouble with the printer.  
So, this comes to you the old-fashioned  
way.

I am on  leave  
of absence starting Aug 17 and ending  
Sept. 15. I will return to work  
Sept. 16.

Thanks,

Sarah Eckhardt

**From:** Sarah Eckhardt  
**To:** GRAHAMC  
**Date:** 6/4/98 4:15pm  
**Subject:** Law Clerk Summer Hours

FYI, the following is the wish schedule I gave to Giselle back in March.

Part time through June 30.  
Off July 1 - July 31 (Study and Bar exam).  
Return part time August 3 - 14.  
Off August 17 - September 15 [REDACTED]  
Would like to return full time September 16.

Thanks.