

Candidate Selection Form

POSITION TITLE Legal Assistant DEPARTMENT City Attorney's Office

NEW POSITION ☒ VACANCY _____ RECLASS _____ # OF APPLICANTS: 6

FT _____ PT ☒ EXEMPT _____ NONEXEMPT _____

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| Reason for opening: |
| New Position within the Department |
| Justification to fill: |
| New position was created to increase department's capabilities. |
| Top three responsibilities for position: |
| 1. Document Preparation 2. File Management 3. Trial Preparation |

CANDIDATE NAME: Nauri Luna

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| How this candidate had demonstrated skills to meet the needs of the position and requested step: |
| The qualifications for the position were intentionally made low to permit hiring of a candidate with potential. Ms. Luna is a City of Watertown resident who is bilingual and while not having prior office experience was able to relate her current experience with aspects of this position. |

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|--------------------------|---------|-------|---|------|---|-------------|---------|
| Date Available to start: | 6/20/22 | Grade | F | Step | 1 | Hourly Rate | \$19.26 |
|--------------------------|---------|-------|---|------|---|-------------|---------|

FIRST ALTERNATE: Continued Ms. Luna

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| How this candidate had demonstrated skills to meet the needs of the position and requested step: |
| Ms. Luna provided examples of meeting her responsibilities and an understanding of the need for confidentiality. She is also currently working on her Associates Degree in criminal justice. |

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|--------------------------|--|-------|--|------|--|-------------|--|
| Date Available to start: | | Grade | | Step | | Hourly Rate | |
|--------------------------|--|-------|--|------|--|-------------|--|

SECOND ALTERNATE: Repost

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| How this candidate had demonstrated skills to meet the needs of the position and requested step: |
| Of the 6 applicants 3 were scheduled for interviews based on their applications and resumes. One withdrew from consideration and the other interviewed candidate indicated a higher pay target, did not interview as well, and does not appear to be a good fit for the position. |

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|--------------------------|--|-------|--|------|--|-------------|--|
| Date Available to start: | | Grade | | Step | | Hourly Rate | |
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Approved Yes _____ No _____