

DEPARTMENT: DISTRICT ATTORNEY

BY: ROBERT H. BROWN
PHONE: (209) 966-3626

RECOMMENDED ACTION AND JUSTIFICATION:

Request the Mariposa County Board Of Supervisors approve utilization of Marta Lagares-Camacho as a volunteer Interim Paralegal. No County Costs will be incurred, except for costs involved with fingerprinting.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board Of Supervisors has approved volunteers throughout the County system in the past; volunteers often become part of the County Government workforce.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The person volunteering wishes to gain knowledge in a working environment prior to preparing for a career as a paralegal. The District Attorney's Office would be an excellent source of learning skills. The District Attorney's Office could use the added assistance.

Financial Impact? () Yes (X) No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? () Yes () No () Partially Funded		
Amount in Budget: \$ _____		List Attachments, number pages consecutively: _____
Additional Funding Needed: \$ _____		_____
Source:		Letter and Resume From Ms. Camacho
Internal Transfer _____		Volunteer Statement Regarding Workers' Comp
Unanticipated Revenue _____ 4/5's vote		_____
Transfer Between Funds _____ 4/5's vote		_____
Contingency _____ 4/5's vote		_____
() General () Other		_____

CLERK'S USE ONLY:

Res. No.: 03-53 Ord. No. _____
Vote - Ayes: 4 Noes: _____
Absent: Forbes
Approved
() Minute Order Attached () No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
Date: _____
Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: _____
Deputy

COUNTY ADMINISTRATIVE OFFICER:

_____ Requested Action Recommended
_____ No Opinion
Comments: _____

CAO: *[Signature]*

January 13, 2003

P.O. Box 91
Mariposa, CA 95338

Bob Brown
P.O.Box 730
Mariposa, CA 95338

RECEIVED

JAN 14 2003

**MARIPOSA COUNTY D.A.
CRIMINAL DIVISION**

Dear Mr. Brown,

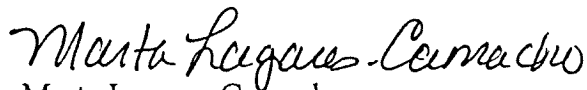
I recently received an Associate Degree in Paralegal studies from Merced College and I am interested in entering a volunteer internship (training or entry level) position in which I can gain more experience as a paralegal for civil or criminal cases.

I am including my resume for your review and I hope that your or any other department in Mariposa County can make use of my work experience as well as giving me the opportunity to increase the efficiency of my skills as a paralegal.

I am available to start working immediately and to stay in a volunteer internship position until May of 2003, Monday through Wednesday from 8:30 to 11:30 a.m. I am also available to work some weekends.

Thank you for your time, and my congratulations in your new elective position as the new Mariposa County District Attorney.

Sincerely yours,


Marta Lagares-Camacho

Cc: Paula Freston, Merced College Paralegal Program Director
Linda Pruett, Merced College Civil Law/Legal Research Instructor

①

Marta Lagares-Camacho

P.O.Box 91

Mariposa, CA 95338

Home (209) 966-7041

Cell (209) 756-0762

E-mail - coqui@sierratel.com

Objective: Obtain a volunteer internship position

Education

Merced Community College:

Paralegal Studies Associate Degree - December 2002

General Education Associate Degree - June 2000

Work Experience:

CHILDREN'S ACCESS TO PARENTS

Position: *Observer*

Supervised court ordered of non-custodian parents' visitations; prepared reports based on observation, submitted reports to the Family Court and to all parties involved. Attended training as requested by program and mandated by the California Judicial Council.

December 2000 to December 2001

MARIPOSA HEAD START PROGRAM

Position: *Family Support Worker*

Prepared applications for registrations, collected data, completed family need assessment and prepared referrals based on assessment; maintained and secured files, records, and progress reports; updated data as needed and completed quarterly reports.

September 1997 to June 2000

MEXICAN AMERICAN OPPORTUNITY FOUNDATION

Position: *Case Manager*

Prepared and conducted Job Training Program Act, (JTPA), employment training presentations and assessments for applicants and prospected trainees; assisted students with resume development, interviewing skills and training goals; monitored and evaluated applicants' progress. Other administration duties included: Assisted program director with grant writing.

October 1994 to June 1997

WATTS HEALTH FOUNDATION

Position: *Intake Specialist*

Interviewed patients to determine economic and social needs. Prepared medical history documentation, routine lab test forms, and referral forms as needed. Contacted patients to ensure visits to prenatal care, documented progress and provided assistance as needed. Maintained and secured files confidential information.

October 1990 to June 1994

Computer skills:

Microsoft Windows 98 operating system, Microsoft Word, Excel, Access, Lexis Nexis Legal Research program.

Bilingual: Spanish/English

References available upon request.

②

Volunteer Statement Regarding Workers' Compensation Insurance

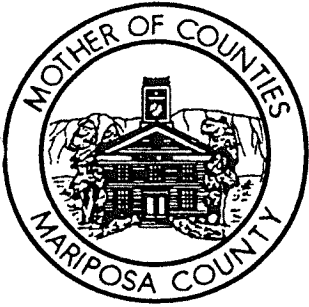
The undersigned desires to participate as a volunteer office worker with the Mariposa County District Attorney's Office performing Paralegal assignments.

The undersigned has been informed and fully understands that the undersigned is in fact a "volunteer" performing voluntary service for a public agency and that the undersigned does not receive remuneration for the services other than possibly remuneration for meals, transportation, lodging or reimbursement for incidental expenses.

As a result of performing the voluntary services, the undersigned specifically acknowledges and understands that the undersigned is not an "employee" pursuant to California Labor Code Section 3352(i) and as result thereof, the undersigned is not entitled to Workers' Compensation Benefits as a result of any injury suffered while performing services as a volunteer office worker.

Dated: 1-22-03

Marka Reyes-Camacho



OFFICE OF THE DISTRICT ATTORNEY COUNTY OF MARIPOSA

ROBERT H. BROWN, District Attorney

Kimberly A. Fletcher
Deputy District Attorney

Shaun Quinn
Deputy District Attorney

Volunteer Statement Regarding Workers' Compensation Insurance

The undersigned desire to participate as a volunteer office worker with the Mariposa County District Attorney's Office performing Paralegal assignments.

The undersigned has been informed and fully understands that the undersigned is in fact a "volunteer" performing voluntary service for a public agency and that the undersigned does not received remuneration for the services other than possible remuneration for meals, transportation, lodging or reimbursement for incidental expenses.

As a result of performing the voluntary services, the undersigned specifically acknowledges and understands that the undersigned is not an "employee" pursuant to California Labor Code Section 3352(i) and as result thereof, the undersigned is not entitled to Workers' Compensation Benefits as a result of any injury suffered while performing services as a volunteer office worker.

I further understand that information contained in this office is confidential and restricted, any unauthorized use, dissemination, alteration or deletion is a criminal offense as stipulated in the California Penal Code Sections 11140 through 11144.

Dated: 1-22-03

Marta Legueros-Camacho
Volunteer

4