

2012 Support Staff Conference
December 7, 2012
Award Nomination List

| First | Last | Title | Office |
|-----------|-------------|--------------------------|-----------------------------------|
| Yvonne | Bentello | Legal Support Specialist | Maricopa County Attorney's Office |
| Christine | Hardin | Legal Secretary | Yavapai County Attorney's Office |
| Jill | Luke | Litigation Support Clerk | Tucson City Prosecutor's Office |
| Alexandra | Sanchez | Court Legal Clerk II | Phoenix City Prosecutor's Office |
| Tami | Suchowiejko | Executive Assistant | Coconino County Attorney's Office |
| Heidi | Tadlock | Legal Processing Support | Pima County Attorney's Office |

Arizona Prosecuting Attorneys' Advisory Council

Nomination Form 2012 Arizona SUPPORT STAFF of the Year Award

I nominate the following prosecutor for the *Arizona SUPPORT STAFF of the Year*.

Name of Nominee: Yvonne Bentello

Title of Nominee: Legal Support Specialist

Prosecution Office: Maricopa County Attorney's Office

Length of time working in the office: 5 years

Address: 3131 W. Durango, Phoenix, AZ 85009

Telephone: 602 372-4000 Fax: 602 372-4001

Nominee's E-mail: bentelly@mcao.maricopa.gov

Nominated by:

Nominator's Name: Mark Faull

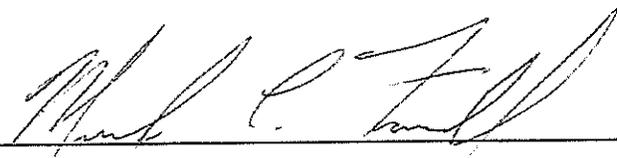
Title: Chief Deputy

Agency/Organization: Maricopa County Attorney's Office

Address: 301 W. Jefferson Street, Suite 800, Phoenix, AZ 85003

Telephone: 602 506-3800 Fax: 602 506-8102

Nominator's E-mail: faull@mcao.maricopa.gov

Nominator's Signature: 

Date: 10/4/12

Yvonne Bentello is a very hard worker and currently is the only support person assigned to work on the weekends covering the administrative needs of the Juvenile Division. She often volunteers to cover these duties on holidays as well. Attorneys comment on what a positive attitude she has and commend her for the great job she does in meeting all deadlines. Yvonne is a joy to work with because she never hesitates to help wherever needed.

Yvonne goes above and beyond her regular job duties by helping out when the Division is experiencing a shortage of support staff. Since she is a fluent Spanish speaker, Yvonne is called upon to translate phone calls and assist visitors who are Spanish speakers. Yvonne has only been with our division for one year, but has mastered her job and other job duties as well. She is well deserving of high praise and formal recognition.



Yavapai County Attorney

255 East Gurley Street
Prescott, AZ 86301
(928) 771-3344 (Criminal)
(928) 771-3338 (Civil)
Facsimile (928) 771-3110

SHEILA POLK
Yavapai County Attorney

Christine Hardin Nomination

I am pleased to nominate Christine Hardin for APAAC's Support Staff Person of the Year award. During the past year, Christy was the assistant for one of the supervisors of the Prescott Trial Unit and another deputy county attorney handling a large felony case load. When staff changes left the other supervisor of the Prescott Trial Unit without an assistant, Christy picked up the extra work and took on the assistant position of this supervisor as well.

As the assistant to two supervisors and another felony prosecutor, Christy has had to assist with a large number of the most serious felonies including three capital murder cases; additional homicide cases; sexual assault cases; child molest cases; and a large number of other serious felonies. Christy handles this daunting case load with ease. On a daily basis, Christy schedules appointments and interviews, organizes files, handles special requests, calendars meetings and court dates, completes tasks, files pleadings, drafts letters and pleadings, and organizes her attorneys. Although these are tasks that are expected of most assistants, Christy truly excels at her job.

Christy excels at her position because she is highly organized. She has a strong work ethic. She is attentive to detail, reliable, efficient, and highly skilled. Christy completes any task given to her in a more than timely fashion. Since Christy has been in this position for a number of years and has achieved a level of excellence in her position, she often anticipates what her attorneys may need in any given case.

As impressive as Christy's skills at her job are, she is equally impressive as a person. Christy is very pleasant to work with. She maintains a positive and upbeat attitude at all times. She is patient and kind. Christy has a wonderful sense of humor while always maintaining a professional demeanor.

Christy is also well liked and respected by her peers. Her confidence and ability is well known and she is frequently sought out for advice and assistance. Although Christy is kind and pleasant, she has demonstrated the ability to offer firm and appropriate advice or criticism when needed.

In addition to her regular work load, Christy often volunteers to assist other staff or is assigned to assist on other projects or cases. One example that quickly comes to mind is Christy's extra work to assist the prosecution team on a particularly difficult first degree murder case. The team already consisted of two attorneys, a paralegal and several

investigators. Given the complexity of the case, more assistance was needed and Christy stepped up to the plate. This is a case that has over 30,000 pages of discovery, dozens of taped interviews, and several transcripts. Christy, with her exceptional organizational skills, assisted the team in preparing for trial. One task that she was instrumental in was the organization of several witness notebooks.

Several letters of recommendation were recently submitted on behalf of Christy from attorneys in the office. Each one used the same words to describe Christy: highly skilled, efficient, organized, patient, pleasant, positive, professional, attentive to detail, willing to help others, reliable and kind. What struck me as unique in each of these letters is the sentiment that each of these attorneys either wanted Christy to be their assistant or never wanted to lose her as their assistant! Christy is simply a joy to work with and is well deserving of this award.

APAAC SUPPORT STAFF OF THE YEAR NOMINATION - 2012

Jill Luke is the Tucson City Prosecutor's Nominee for 2012 Support Staff of the Year Award. Over the past year, Jill's knowledge, determination, and patience were critical in ensuring the success of this office's mission to successfully prosecute its cases. She has shown exceptional dedication in the face of continuous obstacles.

Jill has worked for the Tucson City Prosecutor's Office for 15 years, serving primarily as the chief database researcher in three database systems. She locates information in City Court's AZTEC database, the Motor Vehicle Department database (MVD) and the National Crime Information Center database (NCIC). She is the go-to person for AZTEC/Priors, MVD and NCIC issues.

She oversees and operates three computer terminals that supply mission-critical information to prosecutors as they review their files and set the terms of plea agreements. She accesses the AZTEC/Priors database to obtain information about defendants' prior convictions in City Court. Through AZTEC/Priors she also runs background checks for the FBI on persons applying for a concealed weapon permit and provides vital information to the Tucson Police Department's Violent Offender database to ensure officer safety. She accesses the MVD database to obtain driver's license photos, abstracts and vehicle registrations. Finally, she accesses NCIC to obtain information about defendants' felony priors.

Jill's assignment is far from being a routine pull-up-the-data-and-hit-the-print-button type of job. Last fiscal year in particular was a constant challenge for Jill. All three systems were using obsolete software and she worked on an almost daily basis with City IT and IT techs from the Phoenix Motor Vehicle Division and the Tucson Police Department to get the new MVD and NCIC programs up and running as they struggled to marry new software with obsolete hardware. She consistently went above and beyond to ensure both the daily operation and future success of these systems. She also stayed up-to-date with her daily workload and volunteered to make the trek, with stacks of files, to the Tucson Police Department twice a week to use their NCIC computer while ours was disabled.

While completing her daily tasks, Jill also made herself available at all times to Tucson's Information Technology Department as well as outside agency IT technicians working on system problems and upgrades. She was willing to drop whatever she was doing to assist IT technicians testing the accessibility and functionality of the new systems and software. She kept her supervisor advised of all facts, flukes and failures, and brainstormed with her to reach practical solutions. In the midst of this, she trained three additional Litigation Support Clerks to run Tucson City Court priors and trained a fourth clerk to assist on the NCIC system. She developed training guides to assist the trainees and made herself available to answer their questions.

In spite of a year of daily set-backs and frustration, Jill remained dedicated, focused, and determined to complete her tasks and see the system upgrades through. The difficult process of upgrading these complex and essential systems would have been disastrous without Jill's knowledge, focus and grit. She was consistently enthusiastic and tireless throughout this grueling task. Because of this, we believe she deserves the award of Support Staff Member of the Year for 2012.

Arizona Prosecuting Attorneys' Advisory Council

Nomination Form

2011 Arizona SUPPORT STAFF of the Year Award

I nominate the following individual for the *Arizona SUPPORT STAFF of the Year*.

Name of Nominee: Alexandra R. Sanchez
Title of Nominee: Court Legal Clerk II
Prosecution Office: City of Phoenix Law Department
Length of time: 12 years
Address: 300 W Washington St., Phoenix, AZ 85003
Telephone: 602-262-7057 Fax: 602-262-7052
Nominee's E-mail: alexandra.sanchez@phoenix.gov

Nominated by:

Nominator's Name: Brandi D. Sanchez-Knezovich
Title: Court Legal Clerk III*
Agency/Organization: City of Phoenix Law Department
Address: 300 W Washington St., Phoenix, AZ 85003
Telephone: 602-262-7763 Fax: 602-262-7052
Nominator's E-mail: brandi.sanchez-knezovich@phoenix.gov

Nominator's Signature: /s/ Brandi D. Sanchez-Knezovich

Date: 10/05/2012

Alexandra Sanchez is a very deserving nominee for the 2012 Arizona Support Staff of the Year Award.

Alexandra is an exceptional Legal Clerk to the Trial Bureau Division and an asset to the Phoenix Prosecutor's Office. She demonstrates outstanding dedication to her department and contributes to achieving the goals of our office. Alexandra is knowledgeable, organized, efficient, professional and a valued team member.

Her department is currently experiencing a staff shortage. Alexandra recognizes that additional assistance is needed. She consistently steps forward to support her team's needs. Alexandra continually goes above and beyond in assisting her coworkers, attorneys, legal assistants and other departments within the City of Phoenix. She welcomes challenges. She embraces change. In addition to her regular duties, Alexandra is also a Computer Technician Assistant within the office. Her computer knowledge is an asset to our office. Alexandra performs her responsibilities without complaint and with a positive attitude.

It is with great enthusiasm that the Supervisors of the City of Phoenix Prosecutor's Office, Trial Bureau, nominate Alexandra R. Sanchez for the 2012 Arizona Support Staff of the Year Award.

Alexandra has been an employee of the City of Phoenix Prosecutor's Office for twelve years. During the last several years, the office has been faced with challenges that Alexandra has recognized and met with great determination to overcome. Our office has experienced staff shortages within the Trial Bureau. With each Legal Clerk assigned to maintain the operations of one division, Alexandra acknowledges the need for assistance in the absent divisions. Without being prompted, she has used her time management and organizational skills to not only maintain her own division, but other divisions as well. The additional work performed by Alexandra has been an exceptional help to not only the supervisors, but the entire team. The quality of her work is outstanding and completed in a timely manner, which allows us to proceed with our other daily work assignments without worry.

As soon as Alexandra arrives to work, she takes the initiative to locate case files that are missing in the five divisions within her team. This can be a tedious, time consuming task, yet Alexandra thinks nothing of it. She is aware of how imperative it is that the attorneys have their case files before they go to court. She is also helpful to her team by subpoenaing officers, victims and witnesses for their divisions. Alexandra performs her responsibilities, not only without complaint, but with a positive attitude.

A fundamental component to maintaining a well-organized division is that all files assigned to the division be accounted for. To say that Alexandra's division is orderly is an understatement.

She takes great pride in being able to locate case files assigned to her division. This convenience is much appreciated when some files are needed immediately.

Alexandra has proven to be a vital asset to the Phoenix Prosecutor's Office. She has consistently demonstrated her dedication to her department while also contributing to achieving the goals of our office. In addition to meeting the standards of her own work assignment, Alexandra also voluntarily serves as a Computer Technician Assistant (CTA). The members of this team were selected by management and trained to assist fellow employees with computer issues that can be resolved without the assistance of IT staff. This frequently requires interruptions to Alexandra's regular work; however she understands her role as a CTA and is responsive, knowledgeable, and helpful. Many times attorneys will be in court with computer or printer problems. They will contact Alexandra and she will immediately respond to their request for assistance. Our office relies heavily on audio and video disks in the process of prosecuting certain cases. Often, we receive a disk that our attorneys are unable to view or listen to. Alexandra is particularly resourceful as she has a unique ability to efficiently figure out how to open these disks. Without this evidence, these cases can be dismissed.

Alexandra also serves on the Office Development Committee. Serving on this committee requires time away from her job duties however; Alexandra recognizes the importance of the committee. Members of this committee are responsible for raising funds for office necessities that are used by our employees. The former chairperson for the committee had this to say about Alexandra; "Alex is a hard worker. She always volunteers to take on tasks wherever there is a need. Alex is the type of person you can count on to get things done."

Alex is always pleasant and professional. In addition, she uses her broad knowledge of the operations of the Prosecutor's Office to provide exceptional customer service to victims and witnesses that call to verify receipt of their subpoenas. Many times these witnesses are upset and do not want to appear at trial. Alexandra is professional in dealing with this sensitive situation.

Alex continually goes above and beyond while assisting her coworkers, attorneys, and legal assistants. She accepts challenges without complaint and strives to consistently produce exceptional results no matter how complex the task may be. She takes ownership of each assignment and responsibly follows through to its resolution. She readily accepts and embraces the many procedural changes that occur on a regular basis and maintains a positive attitude that has proven to be contagious in her work group. Alexandra is a highly-valued member of the City of Phoenix Prosecutor's Office and her nomination is not only earned, but well deserved.



COCONINO COUNTY ARIZONA
OFFICE OF THE COUNTY ATTORNEY

We serve the public by advocating for justice.

October 12, 2012

DAVID W. ROZEMA
COUNTY ATTORNEY

APAAC Council
1951 W. Camelback Road, Suite 202
Phoenix, AZ 85015

MICHAEL J. LESSLER
CHIEF DEPUTY ATTORNEY

Re: Nomination of Tami Suchowiejko for Support Staff Person of the Year

KIM MUSSELMAN
SENIOR MANAGER

Greetings fellow council members;

JONATHAN C. MOSHER
SENIOR TRIAL ATTORNEY

It is my great pleasure to nominate my Executive Assistant, Ms. Tami Suchowiejko, as Support Staff Person of the Year for 2012. I respectfully submit that Tami merits your sincere consideration for this award.

JANE NICOLETTI-JONES
SENIOR CHARGING ATTORNEY

Tami started as a temporary employee with our office approximately five years ago; she was quickly hired into the full-time position as our Victim Notification Secretary, where she excelled. Tami has served in her current capacity as my Executive Assistant for the past three years.

WILLIAM P. RING
SENIOR CIVIL ATTORNEY

DEPUTY ATTORNEYS

JONATHAN APIRION

AMMON BARKER

CHRISTOPHER DESCHENE
PAGE ATTORNEY

BLAINE DONOVAN

ANGELA KIRCHER

STACY KRUEGER

JESSICA LEISER

ASHLEY MACKENZIE

TIMOTHY G. MCNEEL

HEATHER MOSHER

ALEXIA SEDILLO

SERENA SERASSIO

BRYAN SHEA

RICHARD VIHEL
FORFEITURE ATTORNEY

ROSE WINKELER

As Executive Assistant to the County Attorney, Tami has many diverse responsibilities. Of course, she is tasked with calendaring, phone calls, correspondence and the many other duties one would expect from this position (Tami does this for the Chief Deputy and Senior Manager as well). And Tami performs with excellence on all of these fronts.

However, what sets Tami apart from others is her incredible talent to design, develop, implement and manage new programs for our office. When Tami assumed her new role as Executive Assistant, it was my desire to transform this position by increasing the responsibilities and broadening the scope of this person's involvement in the development of community outreach projects specifically. Tami has done a remarkable job in this regard as demonstrated by her achievements in helping us establish the following programs, none of which existed when she started as Executive Assistant three years ago.

***Live Drug Free Poster Contest:** Tami helped create this drug prevention outreach effort for county-wide 6th graders. Now in its fourth year, we have 400-800 students participate and Tami manages this program from start to finish.

***Citizen Prosecutor Academies:** Tami designed this community outreach program and does all the work in terms of soliciting registrations, arranging for speakers, running the events, etc. This program is a huge success; all six events to-date have been full with waiting lists.

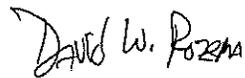
***Drug Prevention Collaboration with the Navajo and Hopi Nations:** Tami spends many days conducting prevention and other related events on the Navajo and Hopi Indian Reservations. She is an excellent liaison for the office and our Native colleagues have come to know Tami as someone who they can rely on for strong collaboration and support on their community and school activities. Tami also coordinates the quarterly meetings of the Western Navajo-Hopi Meth Task Force, as well as parade entries for the Task Force in the annual Western Agency Fair in Tuba City.

***Office Events Committee:** Tami chairs this committee which has done remarkable things for office morale. A good example is found in our annual January event where we meet as an office, with family members welcome, for food and fun but also to re-take the statutory oath together. This was Tami's idea.

***United Way- Office Liaison:** On her own initiative, Tami takes the lead every year in generating enthusiasm and support for the annual United Way of Northern Arizona campaign.

I could go on and on, but I won't. Tami has had a remarkable three years of accomplishment and part of her legacy to this office will be the way in which she took the position of Executive Assistant to new heights...it will never be the same! I ask for your support in selecting Ms. Tami Suchowiejko as the 2012 Recipient of the APAAC Support Person of the Year award.

Thank you very much,

A handwritten signature in black ink that reads "David W. Rozema". The signature is written in a cursive style with a large initial 'D'.

David Rozema

**Nomination of Heidi Tadlock
for the 2012 APAAC Staff Assistant of the Year Award**

SUMMARY

Heidi Tadlock provides legal processing support for the *Grand Jury Unit* in the Criminal Division of the Pima County Attorney's Office. She has been with the PCAO for 18 years and has been instrumental in carrying out the mission of the Office and ensuring that Arizona's laws are upheld.

Heidi is one of the finest employees in the Pima County Attorney's Office. Her extensive knowledge and years of experience working in the Grand Jury Unit help ensure that justice is done.

For exceptional dedication to carrying out the mission of the Pima County Attorney's Office, and for her commitment to providing exemplary service to the residents of Pima County, I am very pleased to nominate Heidi Tadlock for *APAAC's 2012 Arizona Staff Assistant of the Year Award*.

WRITTEN JUSTIFICATION

Heidi Tadlock provides legal processing support to the Grand Jury Unit in the Criminal Division of the Pima County Attorney's Office. She has been with the PCAO for 18 years. During that time, Heidi has been instrumental in ensuring that the laws of Arizona are upheld and that the mission of the Pima County Attorney's Office is carried out. She has dedicated herself to the pursuit of truth and justice by providing the highest quality legal services to the community while maintaining the integrity of the criminal justice system.

The grand jury process is complex and can be confusing to persons not familiar with criminal law. In Arizona, felony cases are presented to members of a Grand Jury, who hear evidence presented by prosecutors to determine whether that evidence is legally sufficient and whether it provides probable cause to believe that a defendant has committed the crime.

She has worked in every position providing support to the Grand Jury Unit including pre-arraignments, initial appearances, arraignments, felony records, and priors. In supporting the Grand Jury Unit, she initiates and processes cases and prepares the indictment or charging document. Heidi is meticulous about processing the documents. She ensures that all information is accurate and that indictments are processed in a timely manner. She handles thousands of indictments every year and manages to identify cases that require special attention. She ensures that charges are correctly cited and ready to be presented to the Grand Jury or Superior Court. Heidi handles approximately 80 cases weekly. For FY 2011/2012 there were 4,991 cases. Not only does she prepare cases for the prosecutors, but law enforcement also relies on her as she is always available to help law enforcement submit its documentation.

Over the years, Heidi has become legendary for her legal knowledge, and it is this vast amount of knowledge that sets her apart from others. She knows every aspect of the Grand Jury. Attorneys and law enforcement rely on her. She is known as the go to person. She is like a bulldog and won't let go of a problem until she has reached a solution. She is an invaluable resource for prosecutors and law enforcement. She is tireless and always willing to help out.

Recently, one of the PCAO's prosecutors asked Heidi to come into work to issue a warrant for a suspect in another state – there were allegations that a woman had murdered a child. Heidi was called, on a Sunday morning, and without hesitation, came into the office to prepare the warrant, which she had ready for the detective in less than 45 minutes, and the detective was on his way to swear it in at morning initials. Because of Heidi's exceptional work ethic and her willingness to go above and beyond the call of duty, her efforts help apprehend a dangerous criminal.

Heidi takes great satisfaction in the work she does. She takes a proactive approach to her work consistently remaining on top of her assignments and duties. Heidi has excellent interpersonal and communication skills. She is detail-oriented and highly motivated. Her contributions have had a positive impact not only in the Grand Jury Unit, but in the community as well. Her excellent work ethic, her strong organizational skills, and her ability to handle a high volume of work have made her an asset to the Pima County Attorney's Office.

For her dedication in carrying out the mission of the Pima County Attorney's Office, and for her exemplary service to the residents of Pima County, I am honored to nominate Heidi Tadlock for *APAAC's 2012 Arizona Staff Assistant of the Year Award*.