



TEXAS DEPARTMENT OF PUBLIC SAFETY

TEXAS HIGHWAY PATROL



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June 1, 2015

Honorable Kenneth Liggett
County Judge, Clay County
214 N Main
Henrietta, TX, 76365

Dear Judge Liggett,

Administrative Assistant-Jessica Halter began work at the Henrietta Highway Patrol office, December, 1, 2014. During these past 6-Months, she has worked well with the local troopers and other THP offices. She contributes greatly to maintaining and enhancing a professional office/work environment.

Along with the initial hiring recommendation of Ms. Halter to the Commissioner's Court, I had suggested that permanent employment be contingent upon an acceptable 6-Month critique, or re-evaluation of job performance. It is my belief; she has demonstrated the needed skills and work ethic in performing all required and expected job duties. I would request and recommend consideration of Ms. Halter being granted permanent employment status.

Respectfully,

Mark Helton, Sergeant
Texas Highway Patrol

Cc: Commissioner's Court, Clay County