

Austin Kelley

June 16, 2020

Waller County District Attorney's Office

645 12<sup>th</sup> Street

Hempstead, TX 77445

To whom it may concern:

I am inquiring about your job posting on the Waller County Employment Opportunities page online. I would like you to consider me for the Civil Legal Assistant position. I feel that my educational background coupled with my previous employment would make me perfect for the position.

My education at Sam Houston provided me with a background and knowledge of criminal justice issues as well as civil issues. I also took technical writing classes which taught me how to write and create documents in a professional setting.

With my previous employment at the Waller County Sheriff's Office I gained skills such as multi-tasking to very high levels, working under pressure, and constantly interacting with the public in a professional manner that represented the office well. I also used Microsoft Office programs such as Word and Excel daily in order to complete my day-to-day tasks. Working at this position I also believe that I have created many connections with people throughout the county from local businesses to county officials and have already established a good rapport.

My enclosed résumé will further provide you with my educational and work experience. I look forward to meeting with you to address any questions or concerns you may have with my application. Please contact me anytime by cell: [REDACTED] or e-mail: [REDACTED]

Sincerely,



Austin Kelley

## Austin Kelley

### Summary

I am a Sam Houston State University graduate and local area native. Currently with seven years of 911 operations and dispatching experience and I am TCOLE certified. I'm used to working under nothing but pressure. Multi-tasking is a huge strong suit of mine due to my previous employment. I am also very approachable and easy to get along with, which makes public interaction very easy for me.

### Education

I graduated from Sam Houston State University in Huntsville, TX on December 8<sup>th</sup> 2017, with a Bachelor of Science in Criminal Justice. I also previously attended Blinn College in nearby Brenham, TX. Some of the courses that I have taken that I believe are relevant to the job are listed below:

- CRIJ 4385 Criminal Justice & Social Diversity
- CRIJ 4377 Statistics in Criminal Justice
- CRIJ 4338 Child Abuse & Neglect
- CRIJ 4336 Understanding Human Behavior
- CRIJ 3350 Victimology
- ENGL 3330 Technical Writing
- CRIJ 3340 Gender and Crime
- CRIJ 3396 Juvenile Delinquency & Juvenile Justice

### Employment History

Jan 2014-June 2020 – Waller County Sheriff's Office – Full-time Telecommunications Officer – Lead communications officer on shift, responsible for simultaneously receiving emergency and non-emergency calls and dispatching the appropriate units to respond. Efficiently compiled all paperwork relating to each call and distributed accordingly. My

partner and I were responsible for eight police agencies, ten fire departments, and five ambulances for twelve hours at a time.

Aug 2012-Sept 2013 – TAMCO Construction – Lineman / Equipment Operator – Was a lineman responsible for operating heavy machinery. We built anything from fences and well houses to rebuilding concrete bridges and constructing metal buildings. I was able to get the job done and work with co-workers even though there was often times a language barrier.

### **References**

Rachel Bayani – [REDACTED]  
Investigator  
Waller County Sheriff's Office

Craig Davis – [REDACTED]  
Previously Chief Deputy  
Waller County Sheriff's Office

Michael Mathes – [REDACTED]  
State Trooper  
Texas Department of Public Safety

Shawn Darling – [REDACTED]  
Patrol Supervisor  
Waller County Sheriff's Office

# APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT  
QUESTIONNAIRE  
AN EQUAL  
OPPORTUNITY EMPLOYER

LAST

## PERSONAL INFORMATION

NAME (LAST NAME FIRST) <i>Kelley, Austin Edward</i>		SOCIAL SECURITY NO. [REDACTED]	
PRESENT ADDRESS [REDACTED]	APT. NO. [REDACTED]	CITY [REDACTED]	STATE [REDACTED]
PERMANENT ADDRESS [REDACTED]	APT. NO. [REDACTED]	CITY [REDACTED]	STATE [REDACTED]
ARE YOU 18 YEARS OR OLDER? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	PHONE [REDACTED]		

## DESIRED EMPLOYMENT

POSITION <i>Civil Legal Assistant</i>	DATE YOU CAN START <i>6/22/20</i>	SALARY DESIRED <i>\$41,000 +</i>
ARE YOU EMPLOYED NOW? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
EVER APPLIED TO THIS COMPANY BEFORE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	WHERE?	WHEN?
EVER WORKED FOR THIS COMPANY BEFORE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	WHERE?	WHEN?
REASON FOR LEAVING		
NAME OF LAST SUPERVISOR AT THIS COMPANY		
WHO REFERRED YOU TO THIS COMPANY? <input type="checkbox"/> EMPLOYMENT AGENCY <input type="checkbox"/> NEWSPAPER ADVERTISING <input checked="" type="checkbox"/> FRIEND		
<input type="checkbox"/> STATE EMPLOYMENT OFFICE <input type="checkbox"/> COLLEGE PLACEMENT SERVICE <input type="checkbox"/> WALK IN <input type="checkbox"/> OTHER		

FIRST

MIDDLE

## EDUCATION

SCHOOL LEVEL	NAME AND LOCATION OF SCHOOL	NO. OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL	<i>Mountainview Elementary Waco, Tx</i>	<i>5</i>	<i>Yes</i>	
HIGH SCHOOL	<i>Hempstead High School Hempstead, Tx</i>	<i>4</i>	<i>Yes</i>	
COLLEGE	<i>Blinn Jr College - Brenham</i>	<i>2</i>	<i>Yes</i>	<i>B.S. Criminal Justice</i>
	<i>Sam Houston State - Huntsville</i>	<i>3</i>		
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

## GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK <i>TCOLE Training</i>
SPECIAL TRAINING
SPECIAL SKILLS <i>Good at multi-tasking, fast learner, proficient in Microsoft Office</i>

**FORMER EMPLOYERS**

LIST BELOW LAST THREE EMPLOYERS, STARTING WITH THE MOST RECENT ONE FIRST.

NAME OF PRESENT OR LAST EMPLOYER Waller County Sheriff's Office			
ADDRESS 701 Calvit St	CITY Hempstead	STATE Tx	ZIP 77445
STARTING DATE Summer 2013	LEAVING DATE 6/8/20	JOB TITLE Telecommunications Officer	
WEEKLY STARTING SALARY \$17.88/hr	WEEKLY FINAL SALARY \$21.44/hr	MAY WE CONTACT YOUR SUPERVISOR? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
NAME OF SUPERVISOR Dawn Sonnier		TITLE Dispatch Supervisor	PHONE [REDACTED]
DESCRIPTION OF WORK Answered non-emergency + emergency calls for service + dispatched appropriate resources. Compiled TCIC/NCIC data for the unit's case file.			
REASON FOR LEAVING Difference of opinion about what a work ethic is.			

NAME OF PREVIOUS EMPLOYER TAMCO Fencing			
ADDRESS 951 Buenger Rd	CITY Industry	STATE Tx	ZIP 78944
STARTING DATE Summer 2012	LEAVING DATE Summer 2013	JOB TITLE Lineman / Contract	
WEEKLY STARTING SALARY \$12/hr	WEEKLY FINAL SALARY \$12/hr	MAY WE CONTACT YOUR SUPERVISOR? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
NAME OF SUPERVISOR Mark Wendel		TITLE Owner	PHONE 979-277-4408
DESCRIPTION OF WORK Built fencing, custom metal entrance gates, custom property entrances. Also responsible for maintaining vehicles and machines.			
REASON FOR LEAVING Better paying opportunity that related to my degree.			

NAME OF PREVIOUS EMPLOYER			
ADDRESS	CITY	STATE	ZIP
STARTING DATE	LEAVING DATE	JOB TITLE	
WEEKLY STARTING SALARY	WEEKLY FINAL SALARY	MAY WE CONTACT YOUR SUPERVISOR? <input type="checkbox"/> YES <input type="checkbox"/> NO	
NAME OF SUPERVISOR		TITLE	PHONE
DESCRIPTION OF WORK			
REASON FOR LEAVING			

**REFERENCES**

BELOW, GIVE THE NAMES OF THREE PERSONS YOU ARE NOT RELATED TO, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

	NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1	Michael Mathes	[REDACTED]	Texas Dept of Public Safety	10
2	Brian Nichols		Waller County Sheriff's Office	15+
3	Craig Davis		Waller Police Department	7

**SERVICE RECORD**

BRANCH OF SERVICE	DISCHARGE DATE RANK

HAVE YOU BEEN CONVICTED OF A FELONY WITHIN THE LAST 5 YEARS?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
IF YES, EXPLAIN (WILL NOT NECESSARILY EXCLUDE YOU FROM CONSIDERATION)		

**AUTHORIZATION**

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

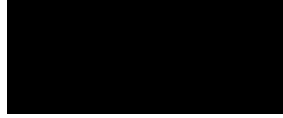
I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE AND RELEASE THE COMPANY FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION.

I ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF THE COMPANY HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING, UNLESS IT IS IN WRITING AND SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE."

4-16-20  
DATE

*Austin Kelly*  
SIGNATURE

Michael A Mathes



To Whom It May Concern,

This correspondence is intended to serve as a Letter of Recommendation for Austin Kelley. I have known Mr. Kelley personally for the last ten years, and professionally for the last seven years. Mr. Kelley is an individual of great moral character and dedicated to his work.

On a personal level, I have been friends with both Mr. Kelley [REDACTED] having known [REDACTED] since [REDACTED] high school. Mr. Kelley recently graduated from the Sam Houston State University, with the ambition to further his career in the law enforcement field. This drive to pursue a higher education and become a law enforcement officer strengthened our friendship and added to my personal relationship with Mr. Kelley due to he and I having numerous conversations throughout the years.

On a professional level, I have worked alongside Mr. Kelley during his employment as a law enforcement telecommunications operator with the Waller County Sheriff's Office. As a Texas State Trooper, I am assigned to Waller County, and receive telecommunications through the Waller County Sheriff's Office Communications Center. I have been witness to Mr. Kelley's professionalism and work ethic not only on the radio console, but also in person when having to interact with the public and public officials.

Mr. Kelley is a quality employee and excels at all tasks that are assigned to him. I highly recommend employment of Mr. Kelley in any capacity.

Please do not hesitate to contact me if I may be of further assistance in these matters.

Respectfully,

A handwritten signature in blue ink that reads "Michael A Mathes".

Michael A Mathes

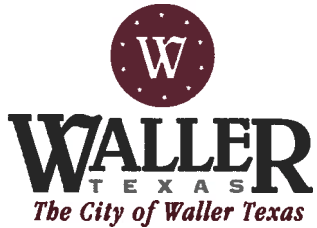
Trooper II

Texas Department of Public Safety- Texas Highway Patrol

188 Business US Highway 290 East

Hempstead, Texas 77484





**POLICE DEPARTMENT**

*1219 Farr St. - P.O. Box 239  
Waller, Texas 77484  
(936) 372-2525 Fax: (936) 372-9376*

*William Llewellyn, Chief of Police*

Dear Sir or Madam:

I am writing to recommend Austin Kelly as a candidate for a position within your agency or company.

As Chief Deputy with the Waller County Sheriff's Office I had the honor and privilege of working with Kelly from 2014 until my retirement in 2019.

Austin Kelly was assigned to the Communication Division as a dispatcher and he demonstrated professionalism and a calm demeanor under sometimes extremely stressful situations. Austin worked well with his co-workers and was respectful to his supervisors.

I have no doubt that Austin would be an asset to your agency or company, and I give my highest recommendation. If I can be of further assistance, please do not hesitate to call.

Respectfully,

Craig Davis  
Patrol Sergeant  
Waller Police Department  
1219 Farr St.  
Waller, Texas 77484  
cdavis@wallertexas.com



Rachel Bayani

June 17, 2020

District Attorney Elton Mathis  
Waller County District Attorney's Office  
645 12<sup>th</sup> Street  
Hempstead, Texas 77445

Dear Mr. Mathis,

I have been in public service since 2003, and law enforcement since 2009. I have worked with many dispatch centers and public servants in my 17-year career.

As far as I am concerned, it is a risky endeavor to vouch for someone. Due to my working relationship with Austin Kelley since 2015, I actually offered before he could ask. When I arrived at my new place of employment, I had very little knowledge of office procedures, which were quite different than my previous experiences. Before I remembered his name, Austin made an impression because he was so kind and patient. As I got comfortable in my new surroundings, I quickly learned who to go to for the correct answers. It was *always* Austin. I would walk into the Dispatch Office, with a ton of qualified people standing inside that could help, announce what I needed, and it was always Austin who took the initiative to take care of things. When I was on the street and utilizing the radio, he was always the calmest voice on the other end.

I would have to say that my favorite attribute about Austin, above them all, was his treatment of every single person. You would think by what I have mentioned that he and I clicked, but I was nothing special. Austin was just that way with everyone. I never saw or heard of Austin treating anyone differently based on who they were friends with, their personality, faults, reputations, etc. Austin is just one of those nice guys that gets the job done, and usually works harder than anyone else with no recognition needed. He will be a valuable, loyal asset to any employer who values these qualities.

Sincerely,



Rachel L. Bayani

Cpl. Al Sanchez



To Whom It May Concern:

It is an honor to be asked to write this letter of recommendation. I have worked with Austin Kelley for the past seven years. He worked for the Waller County Sheriffs Office as a dispatcher. He is very professional and dedicated to his work. He knows how to communicate with people and works excellent with others. He is willing to do whatever is required of his work assignment. He would always goes above and beyond to help others and the 911 communications staff to function. He was very organized and knew his work well. He was always willing to take on a new challenges. He was punctual and very seldom missed work.

I have worked with numerous dispatcher and I would have to say that Mr. Kelley has been the best. He will be greatly missed. He will be an asset to any organization. If you have any questions, please call me at [REDACTED] (please leave a message if I do not answer, and I will return your phone call as soon as I can).

Sincerely,

A handwritten signature in blue ink, appearing to read 'Al Sanchez', written over a white background.

Cpl. Al Sanchez  
Waller County Sheriffs Office