

Affirmative Action Advisory Committee District 1	Application No: No: 20200610124535_9829
ELIGIBILITY	
PROFILE	
Prefix	Ms.
Last Name	Stephens
First Name	Amanda
Middle Name	Layne
Suffix	
Preferred Name	
Title	Associate Attorney
Address Type?	
Address	
City	
State	
Zip	78212
Phone Type?	
Phone number	
Phone 2 Type?	
Phone 2 number	
eMail	a
Employer	Valdez and Tevino
Job Title	Associate Attorney
Occupation	Attorney
Board/Commission/Committee Name	Affirmative Action Advisory Committee~District 1~~01
DEMOGRAPHIC INFORMATION	
The City of San Antonio strives for boards and commissions to be representative of our diverse community. Providing the following demographic information is voluntary, and will only be used for statistical and reporting purposes.	

Race/Ethnicity (Please select all that apply):	White/Non-Hispanic
Gender:	Female
Age:	35 to 44
Do you identify as a sexual minority (such as lesbian, gay, bisexual, queer, etc.)?	Yes
QUESTIONS	
If this board position requires residency within Bexar County, the City of San Antonio city limits or within a particular council district, do you meet those residency requirements?	Yes
Are you a City of San Antonio resident?	Yes
San Antonio Resident Length - Years	01
In which City Council District do you reside?	01
How many years have you lived in the City Council District where you reside?	01
Do you or any of your immediate family members or any businesses that you or they own currently have any direct or indirect financial interest in any contract(s) with the City, including subcontracts?	No
Will you or any of your immediate family members or any businesses that you or they own seek a contract(s) with the City in the foreseeable future?	No
Do you or any of your immediate family members or any businesses that you or they own have any financial interest, direct or indirect, in any sale to the City of any land, materials, supplies, or service?	No
Does your employer or an employer of your immediate	No

family members have a contract with the City?	
Do you or any of your family members currently serve or in the past year served as an administrative aide to a Councilmember?	No
Do you currently serve in any elected or appointed public government office?	No
Are you a member and/or officer and/or employee of any boards, commissions, corporations, non-profit entities, agencies, or other entities?	No
Do you intend to seek election or appointment to any public office or board or commission in the foreseeable future?	No
Have you ever been hired for a position with the City of San Antonio?	No
Describe your Educational history.	EDUCATION Ph.D. Gender Studies (major), Political Science (minor), Indiana University, Bloomington, Indiana: December 2020 (expected), 4.0 (GPA). J.D. Law (major), Gender Studies (minor), Indiana University, Bloomington, Indiana: May 2014, 3.389 (GPA). M.A. English, Marshall University: May 2010, 4.00 (GPA). B.A. English (major), Chemistry (minor), Marshall University: May 2008 (Year Graduated), 3.94 (GPA).
Describe your Professional History & Certification designations (Current and historical).	LEGAL WORK EXPERIENCE Valdez and Trevio Attorneys at Law, PC 8023 Vantage Drive, 700 San Antonio, TX 78230 Supervisor: Michael Novak, 210-598-8686 05/2020 Present Salary: 87,500 USD Per Year Hours per week: 42 Associate Attorney Duties, accomplishments, and related skills: LEGAL RESEARCH, WRITING, AND ANALYSIS: Provided in-depth legal analyses on insurance litigation and defense issues. Conducted legal research using state government websites, Geographic Information Service (GIS), Westlaw, and LexisNexis. Analyzed client and public records to determine legal issues and deficiencies. Drafted legal correspondence, discovery requests, memoranda, contracts, pleadings, petitions, motions, and orders. Reviewed documents for discovery using the utmost attention to detail. RECORDS, PROJECT, AND SYSTEMS MANAGEMENT: Provided

clerical support and data entry. Arranged records in an electronic filing system in an orderly manner (workflow). Performed computerized data entry by entering billable hours in firms database. Managed multiple case assignments and deadlines by maintaining an Excel spreadsheet of current caseload. **KEY PLAYER IN A HIGHLY COLLABORATIVE WORK ENVIRONMENT:** Collaborated with fellow attorneys, the paralegal, and legal assistants throughout legal research and writing process. Law Clerk 08/2019 04/2020 Salary: 60,00 USD Per Year (3/2020-4/2020) Hours per week: 40 Duties, accomplishments, and related skills: **LEGAL RESEARCH, WRITING, AND ANALYSIS:** Provided in-depth legal analyses on insurance litigation and defense issues. Conducted legal research using state government websites, Geographic Information Service (GIS), Westlaw, and LexisNexis. Analyzed client and public records to determine legal issues and deficiencies. Drafted legal correspondence, discovery requests, memoranda, contracts, pleadings, petitions, motions, and orders. Reviewed documents for discovery using the utmost attention to detail. **RECORDS, PROJECT, AND SYSTEMS MANAGEMENT:** Provided clerical support and data entry. Arranged records in an electronic filing system in an orderly manner (workflow). Performed computerized data entry by entering billable hours in firms database. Managed multiple case assignments and deadlines by maintaining an Excel spreadsheet of current caseload. **KEY PLAYER IN A HIGHLY COLLABORATIVE WORK ENVIRONMENT:** Collaborated with fellow attorneys, the paralegal, and legal assistants throughout legal research and writing process. **KEY ACCOMPLISHMENTS:** Assisted in achieving a victory for an employer client in a sex discrimination case by researching and drafting a brief on sex discrimination doctrine. Assisted in achieving two good settlement outcomes on behalf of insurer in a wind/hail and auto accident case. Ferguson Law 403 Sixth Street Bloomington, IN 47408 Supervisor: David Ferguson, 812-332-2113 08/2018 06/2019 Salary: 65,000 USD Per Year Hours per week: 40-44 Associate Attorney Duties, accomplishments, and related skills: **LEGAL RESEARCH, WRITING, AND ANALYSIS:** Provided in-depth legal analyses on various issues pertaining to family law, guardianships, civil protection orders, workplace violence restraining orders, criminal law, property law, environmental law, local government administration, wills and trust, and employment law. Conducted legal research using state government websites, doxpop, mycase.gov,

	<p>Geographic Information Service (GIS), Westlaw, and LexisNexis. Analyzed client and public records to determine legal issues and deficiencies. Drafted legal correspondence, discovery requests, memoranda, contracts, pleadings, petitions, motions, and orders. Reviewed documents for discovery using the utmost attention to detail. COURTROOM ADVOCACY: Represented and advocate for clients in legal proceedings in court. Elicited testimony from witnesses on direct and cross-examination based on carefully prepared questions. RECORDS, PROJECT, AND SYSTEMS MANAGEMENT: Provided clerical support and data entry. Arranged records in an electronic filing system in an orderly manner (workflow). Performed computerized data entry by entering billable hours in firms database. Managed multiple case assignments and deadlines by maintaining an Excel spreadsheet of current caseload. FACTUAL INVESTIGATIONS AND PROBLEM-SOLVING: Investigated and resolved clients legal issues through a seven-step process: 1) analyzed their in-take forms to identify legal issues and goals, 2) reviewed laws on issues identified, 4) developed questions for clients based on legal issues and goals identified, 5) asked clients questions to clarify their legal issues and goals, 6) actively listened to clients responses and legal concerns, and 7) developed and executed a legal action plan in light of information gathered. KEY PLAYER IN A HIGHLY COLLABORATIVE WORK ENVIRONMENT: Collaborated with fellow attorneys, the paralegal, and legal assistants throughout client engagement process. Reviewed colleagues work</p>
<p>Describe your Volunteer Experience & Community Service</p>	<p>JOB-RELATED PUBLIC SERVICE 2018, Jaipur, India, Zero Hunger Drive, Volunteer 2017, Bloomington Commission on the Status of Women, Commissioner 2017, 2016, IU Bloomington PRIDE Festival, Gender Studies Graduate Student Volunteer 2017, Bloomington High School North, Volunteer Presenter on Sexual Assault Awareness/Prevention 2014-2016, IU Gender Studies Graduate Student Association, Treasurer 2014-2015, IU Volunteer Moot Court, Judge Stephens Page 16 2013-2014, IU National Lawyers Guild, Treasurer 2012-2013, IU Feminist Law Forum, Co-President 2012-2013, IU Law Students for Reproductive Justice, Treasurer 2011-2012, IU Protective Order Project, Volunteer</p>
<p>Please provide a brief narrative outlining your reasons for seeking appointment to this board or commission:</p>	<p>It is my objective to safeguard and uphold women's, people of color, and all human rights in my Bexar County community that inspired me to apply for a position. I was encouraged to apply for these positions by Councilman</p>

	<p>Trevino. Because I am a Texas-licensed attorney, academic researcher, and teacher who has worked on and taught college students about women's and human rights issues (e.g., reproductive justice, sexual and domestic violence, access to legal aid, etc.) in Bexar County and elsewhere, I contend that I am an ideal candidate for either of these positions. In 2011, I moved to Bloomington from Huntington, WV, to attend IU Maurer School of Law in 2011, and then I stayed to pursue my PhD in Gender Studies at IU. In 2019, I then moved to San Antonio Texas where I became licensed to practice in Texas. While a graduate student, I have also served on the executive boards of student organizations such as the Law Forum, Law Students for Reproductive Justice, and Gender Studies Graduate Student Association. Thus, I have a familiarity with the type of work that the Affirmative Action Committee require. Thank you for considering my application.</p>
<p>APPLICATION SIGN-OFF</p>	
<p>As a board, commission, or committee member, you will be asked to adhere to: Code of Ordinances, City of San Antonio, Part II, Chapter 2, Article IX, Sec.2-534. All board and commission members must file a Financial Disclosure Report with the Office of the City Clerk upon appointment, and annually thereafter, throughout the member's term. Failure to file a Financial Disclosure Report within the time required by the City's Ethics Code will be considered an automatic removal.</p>	
<p>I understand that if any member of the public makes a request for information included in this Application for Appointment, most of the information must be disclosed under the Public Information Act. I understand that the City of San Antonio will attempt to maintain the confidentiality of highly private matters by seeking an Attorney General's opinion in accordance with the Public</p>	<p>Acknowledged</p>

<p>Information Act. I understand that it may not be legally possible to maintain the confidentiality of such information, and I hereby release the City of San Antonio, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Public Information Act or any other law requiring its release.</p>	
<p>OATH: I have read and understand the guidelines set out in this application. The foregoing statements are true, accurate, and complete. I agree that any misrepresentation or omission of facts may result in my disqualification for appointment.</p>	<p>Acknowledged</p>
<p>Enter Your Name</p>	<p>Amanda L Stephens</p>
<p>Date of submission.</p>	<p>6/10/2020</p>
<p>The Texas Public Information Act provides that each government official may choose whether to allow the public access to the information in the custody of the City that contains your home address, home telephone number, or reveals whether you have family members. Please note that this does not apply to business addresses, which are subject to public disclosure. If an open records request is filed requesting to view or obtain records that contain your personal information, the City will take steps to protect your personal information as authorized by the Texas Public Information Act, but only if you have elected to protect personal information.</p>	
<p>I want the public to have access to my Home Address.</p>	<p>No</p>
<p>I want the public to have access to my Home Telephone Number.</p>	<p>Yes</p>

I want the public to have access to my Social Security Number.	No
I want the public to have access to my Emergency Contact Information.	Yes
I want the public to have access to my Family Information.	Yes
Please attach any additional information, such as a current resume, using the Attachments panel at the bottom of this page.	

2014 Terry and Judy Albright *Pro Bono Publico* and Public Interest Award
2013 A* (Highest Grade in Class): Feminist Jurisprudence
2012 Moot Court Competitor
2012 Access to Justice Program *Pro Bono Public* Award

Professional Associations

Bexar County Women's Bar Foundation
Bexar County Democrats

References

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Former Law School Dean & Professor