

From: noreply@civicplus.com
To: [Tolleson City Clerk Dept](#)
Subject: Online Form Submittal: City Council Member Vacancy Application
Date: Thursday, August 3, 2023 1:19:19 PM

City Council Member Vacancy Application

Description

(The partial term of office will expire at the Council Meeting scheduled on Tuesday, December 10, 2024.)

Please complete and submit this online application, letter of interest and resume. Send questions to the City Clerk Department at tolleson.cityclerk@tolleson.az.gov. Paper copies will also be accepted. Please download the application at <https://www.tolleson.az.gov/DocumentCenter/View/7614>.

To be considered, your application, letter of interest and resume must be received by the City Clerk Department by 5:00 P.M. on August 3, 2023.

Full Name	Joe Cortina
Contact Phone Number	
Resident Address	
City	Tolleson
State	AZ
Zip Code	85353
Mailing Address (if different than above)	Field not completed.
Mailing City	Field not completed.
Mailing State	Field not completed.
Mailing Zip Code	Field not completed.
Email Address	jcortina70@gmail.com
Occupational/Technical Expertise	Crossing Guard
Business Address	9261 W Van Buren St

Business City	Tolleson
Business State	AZ
Business Zip Code	85353
REQUIREMENTS	
Are you a qualified elector of Tolleson?	Yes
Are you at least 18 years of age or older?	Yes
Have you lived in Tolleson for the last year or longer?	Yes
If yes, how many years?	52
EXPERIENCE AND SKILLS (To be considered for the vacancy, attach your letter of interest and resume.)	
Upload your letter of interest	Joe Cortina Letter of Intrest 080323.pdf
Upload your resume	Joe Cortina Resume 080323.pdf
Professional Experience Highlights:	I've previously worked in a government setting for over 29 years. I served Maricopa County for 29 1/2 years.
Previous Elected, City Board, Commission or Committee Experience:	Previous committee experience was gained through my previous employment, with Maricopa County Adult Probation.
Community Activities (include civic clubs, volunteer activities, service organizations, etc.):	Previous little league baseball coach.
What skills qualify you to serve on the Tolleson City Council?	I communicate well with other. I see and hear what residents of our community want. I worked in a law enforcement setting for over 20 years.
Why are you interested in serving on the	I love my community. I want to see grow and become more beautiful. Rid our town of drugs.

Tolleson City Council?

Any additional
information you feel
qualifies you to serve
on the Tolleson City
Council?

After 52 years of being a resident of the City of Tolleson I feel is my
duty to serve our community.

Applicant Name

Joe Cortina

Date

8/3/2023

Thank you for your interest in serving on the Tolleson City Council!

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Joe Cortina

[REDACTED]
Tolleson, AZ 85353
[REDACTED]

August 3, 2023

City of Tolleson

9055 W. Van Buren St.
Tolleson, AZ 85353

To Whom It May Concern,

My name is Joe Cortina, I'm formally notifying you that I have applied for the vacant position with the City Council. I would make a valuable addition to the council. I'm confident that my years of being a member of the community will be an asset to the council. As you will see I have attached my resume. Thanks for taking me into consideration.

Sincerely,

Joe Cortina

Joe Cortina

[REDACTED]

Tolleson, AZ 85353

[REDACTED]

1. I've been a resident of the City of Tolleson for the past 52 years.
2. I care and love the City of Tolleson.
3. Assist with the improvement and growth of senior citizen programs.
4. I want to see the City of Tolleson improve streets and sidewalks.
5. Assist citizens of Tolleson with improving appearance of properties.
6. Bring diverse small businesses to the City of Tolleson.
7. Assist with the growth and appearance current small businesses in the City of Tolleson.
8. Work with law enforcement, so we can stop drug use and prevent the trafficking of drugs in Tolleson.

Authorized to work in the US for any employer

Work Experience

School Crossing Guard

Tolleson Elementary School District - Tolleson, AZ

January 2023 to Present

1. Assist children crossing city streets.
2. Assure their safety

Presentence Screener

Maricopa County Adult Probation - Phoenix, AZ

April 1998 to November 2022

I was responsible for conducting assessments through interview with convicted offenders to collect social and criminal history information. I also compiled, prepared and entered data for the client in an accurate, efficient and timely manner. The end product was used to make recommendations concerning the client's sentencing status. In addition, screener assess clients post sentencing to determine risk/needs and collect DNA. Skill: customer service Exp, process electronic records, handle sensitive or confidential information, handle multiple assignments and type over 35 wpm.

Education

Some college in Basic

Northern Arizona University - Flagstaff, AZ

June 1989 to August 1989

High school diploma

Tolleson Union High School - Tolleson, AZ

August 1985 to May 1989

Skills

- Writing Skills English/Spanish (10+ years)
- Interviewing (10+ years)
- Familiar with Criminal Justice System. Computer software, including word processing, spread sheet and data base applications. Interviewing and obtaining information from clients. Both oral and written communication. (10+ years)
- Janitorial experience (5 years)

Languages

- English/Spanish - Fluent

Certifications and Licenses

TOC (terminal operator certification)

September 1998 to November 2022

I was responsible for client background checks. This required me access FBI, State, Local arrest history or records.

Additional Information

1. Attendance is important.
2. Complete projects or assignments in a timely manner.
3. Good communication skills.
4. I work well with others.