

**MOHAVE COUNTY SUPERIOR COURT  
INSTRUCTION FOR EMPLOYMENT PREFERENCE POINTS**

Effective August 27, 1977, Arizona Revised Statute Title 38, Section 492 was amended and authorized preference points (not %) for certain categories of applicants for merit system employment:

- I. **VETERAN** (5 points): A veteran of the Armed Forces of the United States separated under honorable conditions following more than six months of active duty.
- II. **DISABLED VETERAN** (10 points): An honorably separated veteran who served on active duty in the Armed Forces at any time and who has a service-connected disability or is receiving compensation or disability retirement benefits under laws administered by the Veterans Administration, Army, Navy, Air Force, Coast Guard, or Public Health Service.
- III. **VETERAN'S SPOUSE or SURVIVING SPOUSE** (5 points): A spouse or surviving spouse of any of the following:
  - a. Any veteran who died of a service-connected disability.
  - b. Any member of the Armed Forces serving on active duty who at the time of application is listed by the Secretary of Defense of the United States in any of the following categories for **not less than ninety (90) days**:
    - i. Missing in action.
    - ii. Captured in the line of duty by hostile force.
    - iii. Forcibly detained or interned in the line of duty by a foreign government or power.
  - c. A person who has a total, permanent disability resulting from a service connected disability or any person who died while such disability was in existence.
- IV. **DISABLED PERSON** (5 points): A disabled person means an individual who has a physical or mental impairment that substantially limits one or more major life activities of the individual or who has a record of such an impairment or is regarded as having such an impairment.

**Definitions:**

- "Handicapped person" means, with respect to employment, a handicapped person who, with reasonable accommodation, can perform the essential functions of the job in question.
  - "Physical or mental impairment" means:
    - a. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the body systems: neurological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genital-urinary, hemic and lymphatic, skin, and endocrine.
    - b. Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness and specific learning disabilities.
  - "Major life activities" means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.
- You must have your medical authority submit certification. Section B, ARS 38-492.

**HOW IT WORKS**

Applicants not currently employed by the Superior Court or Mohave County who qualify in one or more of the above categories may claim preference points in the selection process. Complete the attached form and submit with your application for employment. Current Mohave County and Superior Court employees are not eligible for preference points. **A maximum of ten (10) preference points will be applied to your final score, but only if you earn a passing grade without preference.** The Mohave County Superior Court Human Resources Office will hold all documents received for the purpose of employment preference points in strict confidence.

**CERTIFICATION:** (It is the responsibility of the applicant to obtain proper documentation as described below and provide it to the Mohave County Superior Court Human Resources Office. Points will not be awarded if we do not receive the appropriate supporting documentation as listed below.)

1. Certification for category I (**Veteran**) can be submitted in the form of a DD-214 provided it indicates at least six (6) months of active duty and an Honorable or Under Honorable Conditions discharge. If a copy cannot be given to the Superior Court Human Resources Office, the DD-214 must be seen by Court Human Resources Staff for verification of the claim form. Additional documents may be used to verify the claim if the DD-214 is incomplete, for example, a DD-256 may be used to supplement a DD-214 that does not have a character of service indicated.
2. Certification for category II (**Disabled Veteran**) may be obtained from the Veteran's Administration (VA) Regional Office at 3225 North Central Avenue, Phoenix, or at the Veteran's Affairs Office of the Arizona Department of Economic Security. If outside Arizona, you may also obtain certifying materials at your local VA Regional Office. You must furnish the VA claim number. Verification letters from the Veteran's Administration cannot be over two (2) years old.
3. Certification of category III (**Veteran's Spouse**) may be obtained from the Veteran's Administration (VA) Regional Office at 3225 North Central Avenue, Phoenix, or at a Veteran's Affairs Office of the Arizona Department of Economic Security. If outside Arizona, you may also obtain certifying materials at your local VA Regional Office. You must furnish the VA claim number. Verification letters from the Veteran's Administration cannot be over two (2) years old.
4. Certification of category IV (**Disabled Person**) you must have your medical authority submit certification. Section B, A.R.S. §38-492.

**RETAIN THIS PAGE FOR YOUR REFERENCE**

LAST NAME, FIRST NAME MI

SOCIAL SECURITY NUMBER

**CLAIM FOR VETERAN'S EMPLOYMENT PREFERENCE POINTS**

For **classified positions** under the MOHAVE COUNTY SUPERIOR COURT JUDICIAL MERIT SYSTEM

Mohave County Superior Court Human Resources Office  
PO BOX 7000  
401 East Spring Street  
Kingman, Arizona 86401  
Phone (928) 718-4928; Fax (928) 753-8908

In accordance with the Arizona Revised Statute Title 38, Section 492, effected August 27, 1977, Preference Points will be added to final scores of qualified applicants who wish to claim them for initial employment with Mohave County Superior Court. Maximum preference is ten (10) points and will apply only after applicant has earned a passing grade without preference. Points will not be awarded without appropriate supporting documentation. **These preference points are not applicable for current employees.**

Please complete the appropriate section for the preference you are claiming.

**APPROPRIATE DOCUMENTATION IS REQUIRED BEFORE WE WILL AWARD PREFERENCE POINTS**

REFER TO "CERTIFICATION" FOR DOCUMENTATION ALLOWED

**Please check only one:**

**CATEGORY I- VETERAN:** 5 points (A.R.S. §38-492 (A))

A veteran of the Armed Forces of the United States separated from the Armed Forces under honorable conditions following more than six (6) months of active duty.

ELIGIBILITY verified through DD Form 214 or other acceptable proof.

Length of Active Duty: \_\_\_\_\_ Discharge Status: \_\_\_\_\_  
Yrs Mos Days

**CATEGORY II-DISABLED VETERAN:** 10 points (A.R.S. § 38-492 (E))

An honorably separated veteran who served on active duty in the Armed Forces at any time and who has a service connected disability or is receiving compensation or disability retirement benefits under law administered by the Veteran's Administration, Army, Navy, Air Force, Coast Guard or Public Health Service.

ELIGIBILITY verified through Veteran's Administration records or documents provided by the applicant from the VA.

This is to certify that \_\_\_\_\_  
Name of Applicant VA File Number

was honorably separated from the Armed Forces and has a service-connected disability or is receiving compensation or disability retirement benefits for a service-connected disability.

ELIGIBILITY verified by \_\_\_\_\_  
(Human Resources, Veteran's Service Commission or VA Staff member's signature) Date

**CATEGORY III-SPOUSE OR SURVIVING SPOUSE:** 5 points (A.R.S. § 38-492 (D))

Spouse or Surviving Spouse of any of the following:

1. Any veteran who died of a service-connected disability.
2. Any member of the Armed Forces serving on active duty who at the time of applicant is listed by the Secretary of Defense of the United States in any of the following categories for not less than ninety (90) days:
  - Missing in action.
  - Captured in the line of duty by hostile force.
  - Forcibly detained or interned in the line of duty by a foreign government or power.
3. A person who has a total, permanent disability resulting from a service-connected disability or any person who died while such disability was in existence.

ELIGIBILITY verified through the Veteran's Administration records or documents provided by the applicant from the VA.

This is to certify that the records of the Veteran's Administration disclose that \_\_\_\_\_ is the legal spouse of \_\_\_\_\_ who:

(Please check appropriate box.)

- Died of a service-connected disability OR, at the time of this application,
- Is missing in action (for not less than ninety (90) days).
- Has been captured in the line of duty by hostile force (for not less than ninety (90) days).
- Has been forcibly detained or interned in the line of duty by a foreign circumstance government (for not less than ninety (90) days).
- Is totally, permanently disabled as a result of a service-connected injury.

ELIGIBILITY verified by \_\_\_\_\_  
(Human Resources, Veteran's Service Commission or VA Staff member's signature ) Date

**CATEGORY IV- DISABLED PERSON:** 5 points (A.R.S. § 38-492 (B))

An individual who has a physical or mental impairment that substantially limits one or more major life activities of the individual or who has a record of such an impairment or is regarded as having such an impairment.

ELIGIBILITY verified by \_\_\_\_\_  
Human Resources Date