

# Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Brandi Roberson

Honoree's Job Title: Lead Clerk, Criminal Courts

Department: County Court at Law Clerk

Years of Service with the County: 19

Why the Honoree is receiving a GEM Award including dates:

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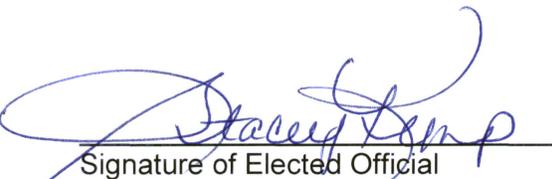
Brandi had taken an inventory of the Non-Disclosure cases that were being stored in the vault room in the County Court at Law Clerk's office. Because these files are highly confidential and cannot be viewed without a court order, they must be stored in a secured area. It was determined that the files could be secured in the County Clerk's records storage. Brandi organized each file by date order then alpha order. There were approximately 3,000 files dating 1990 to 2013. Brandi started the project on September 8, 2015 and completed it on September 23, 2015.

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Brandi did not neglect her assigned job duties while preparing the files for storage and completed the entire project without assistance from her co-workers. She has demonstrated her ability to effectively prioritize her duties and efficiently manage her time. Brandi is an asset to the County Clerk's office and we are very pleased she is a part of our organization.

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Approved by elected official or department head on the 28<sup>th</sup> day of Sept., 2015

  
Signature of Elected Official  
or Department Head

Stacey Kemp  
Printed Name