

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Sheryll Tilley
First Name Middle Initial Last Name

Honoree's Job Title: Lead Clerk

Department: District Clerk

Years of Service with the County: 7 months

Why the Honoree is receiving a GEM Award including dates:

Sheryll went over and above when she took over a project to develop a training manual for the criminal division clerks in March 2015. The project had fallen behind schedule and Sheryll quickly collected the necessary information to get the project back on track documenting processes being utilized, reviewing and clarifying each, collating them into an order that provided for a learning progression, and ultimately finalizing a manual now used for training. Her efficiency and organization skills resulted in a useful tool for the department which can now be used and modified as processes change and new staff is hired.

After salvaging the training project, Sheryll next took over the faltering task of developing the flow charts necessary for the transition to criminal eFiling. She accurately tracked the movement of all documents and transactions processed by the criminal division clerks to allow for shifting processes to the electronic environment. This task required Sheryll to consider interaction with other departments, attorneys, and courts seeking the most efficient processes for each. She returned this project to its original timeline and ensured its successful and timely completion which will now be an integral part of the transition to electronic filing in criminal in November 2015.

Approved by elected official or department head on the 31st day of Aug, 20 15

Andrea Thompson
Signature of Elected Official

Andrea Thompson
Printed Name