

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Mitzi Murray

Honoree's Job Title: Administrative Assistant

Department: Juvenile Probation

Years of Service with the County: 18

Why the Honoree is receiving a GEM Award including dates:

In September, 2012, our department converted to Odyssey financials. The administrative assistant, who served as our bookkeeper and data coordinator, resigned unexpectedly shortly after completion of the project. Due to other recent turnover, we had no employee who was totally cross-trained at that time.

For the next two months, Christy Owen and Mitzi Murray learned and trained others in the data entry and the bookkeeping process of our department. Each of them worked diligently and conscientiously in order to keep the financials and data entry in order without undue disruption in services. At the same time, they were able to perform their regular duties as required.

Christy and Mitzi were invaluable during this time of transition and both deserve the recognition of the GEM award.

Approved by elected official or department head on the 27 day of Jan , 20 13

Pamela A. Huffman
Signature of Department Head

 Pamela A. Huffman
Printed Name