

Collin County

Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Sharon Coleman

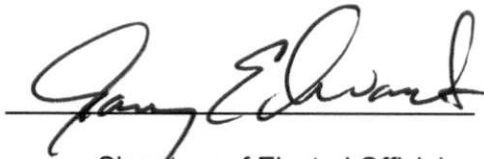
Honoree's Job Title: Administrative Secretary

Years of Service with the County: 32

Why the Honoree is receiving a **GEM** Award including dates:

Sharon serves as administrative secretary to the Constable for the past 30 plus years capably, as well as the sole clerk for the department. Over the years, she has adapted to many changes associated with personnel, bookkeeping, inventory, purchasing, communication and word processing. These changes include manual to digital operating systems and supporting software applications along with all the updates to versions. Many of these transitional digital changes required testing, evaluation and training. There are no other members of the clerical staff so processing all instruments received, returned and managing the cash flow to the satisfaction of the auditor is solely her responsibility. She is responsible for all phone calls to the constable office as well as greeting visitors. She is the purchasing agent for this department through MUNIS. She serves as the Terminal Agency Coordinator (TAC) for our NCIC system. Her dedication and professionalism to the Pct 2 Constable office make her a worthy candidate for this GEM recognition!

Approved by elected official or department head on the 23rd day of Sept, 2024



Signature of Elected Official
Or Department Head



Printed Name