

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Caitlin Smith

Honoree's Job Title: Clerk

Department: CSCD

Years of Service with the County: 4 years

Why the Honoree is receiving a GEM Award including dates:

Caitlin Smith is receiving a GEM award because she has volunteered for extra tasks and accomplished them with excellence. She volunteers for tough assignments and happily takes on extra duties. When CSCD went live with Tyler Supervision on June 1, 2021, we had several projects that needed to be accomplished (tedious manual tasks). Caitlin worked through a spreadsheet of hundreds of cases where the offense was overridden by Odyssey. She went through and updated the offense description and the level/degree of offense on each to match the final plea papers. Once she has completed that, she separated all of the count cases into their own case. Additionally, she has also volunteered with data entry and a project to separate two cases that were inadvertently merged in Tyler Supervision. It was a very challenging project and extremely time consuming. Caitlin is always willing to pitch in for the good of the office and she always does it with a pleasant attitude. She has consistently provided CSCD over the past five months with accurate and dependable help prior to and since our transition to Tyler Supervision.

Approved by elected official or department head on the 10th day of November, 2021



Signature of Elected Official
or Department Head

Yoon Kim

Printed Name