

Collin County

Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Caitlin Smith

Honoree's Job Title: CSCD Clerk

Department: CSCD

Years of Service with the County: 7

Why the Honoree is receiving a GEM Award including dates:

I would like to nominate Caitlin Smith for the GEM Award, recognizing her exceptional dedication and commitment to going above and beyond in her role. Caitlin exemplifies the qualities we value in our team: strong organizational skills, attention to detail, and a proactive approach to problem solving. Caitlin possesses a deep understanding of her job responsibilities, consistently delivering high-quality work. Her ability to identify issues and propose effective solutions has made her an invaluable resource for her colleagues. She frequently assists with a variety of requests beyond her direct duties, showcasing her willingness to support the team and contribute to our collective success. In her role, Caitlin maintains vital communication with several CSR vendors, updating forms, coordinating meetings and trainings, and ensuring our CSR boards in Plano and BCH are up to date. Her detailed approach ensures that all information is accurate and accessible, enabling seamless operations. Caitlin's commitment to excellence is evident in her eagerness to learn and improve. Her flexibility is noteworthy; she even stepped in to cover responsibilities for the Community Supervision Resource Officer during their absence. Caitlin not only managed these tasks but also maintained open communication with the CSRO and community agencies, effectively representing our team. Additionally, Caitlin plays a crucial role in updating our CSR Agreement forms, ensuring that records of defendants and hours are maintained and verifiable. Her reliability and adaptability make her an exceptional team player, whether working independently or collaborating with others. Caitlin's contributions have not only improved our processes but have also fostered a supportive and efficient work environment. Her dedication and excellence truly deserve recognition. I wholeheartedly support her nomination for the GEM Award!

Approved by elected official or department head on the 20th day of December, 2024


Signature of Elected Official
or Department Head

Leticia Gibbs
Printed Name