

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Carla Mahan

Honoree's Job Title: Legal Secretary II

Department: District Attorney

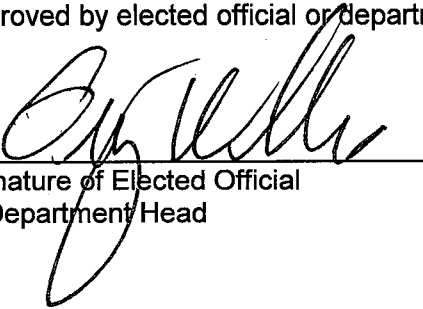
Years of Service with the County: 14 Years

Why the Honoree is receiving a GEM Award including dates:

Carla has shown exceptional initiative by independently working on collection projects for the Civil Division, successfully recovering funds, and closing out around 10 old cases. She consistently volunteers for extra tasks, such as recording labs and invoices for our Forensic Evidence Grant, which has saved her supervisor significant time by allowing her to focus on other projects.

Carla also updates spreadsheets with case information to ensure accurate grant reporting. She frequently steps up to assist whenever her chief is busy and has made valuable suggestions on form and process changes that were adopted by the Civil Division. Despite the sharp increase in Public Information Act requests, Carla has effectively managed them, corresponding with requestors and obtaining necessary records, all while producing high-quality work under tight deadlines.

Approved by elected official or department head on the 24 day of September, 2024.



Signature of Elected Official
or Department Head

Greg Willis
Printed Name