

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Sandra Falcon

Honoree's Job Title: Court Administrator

Department: Justice of the Peace Court Pct. 4

Years of Service with the County: 16

Why the Honoree is receiving a GEM Award including dates:

I would like to express my recognition to Sandra Falcon for her outstanding performance as Court Administrator for Justice Court Pct. 4. Upon taking office Pct.4 Justice Court had only 3 court employees, two clerks and Sandra as the Court Administrator. Besides being 4 clerks understaffed and with a projected 16% increase in our case load, Sandra due to her exceptional efforts in going above and beyond expectations, using her initiative and creativity to solve our staffing shortage. She was able to coordinate the staff and work load to keep us on schedule with our case load all while maintaining her own administrative workload.

Sandra while performing her administrative duties accomplished the above tasks by assuming the additional duties of the vacate clerks plus recruiting, interviewing, hiring and training new personnel to help bring us up to staff.

She has continued to go the extra mile by demonstrating her abilities to train and explain complex information to our new clerks. Our team would not be the same without her! She demonstrates her positive attitude, teamwork, and willingness to support this court and fellow employees daily. She has created a harmonious work environment, and her positive effects are felt by the entire team. Her collaborative spirit has significantly enhances the overall success of this court

While going the extra mile, Sandra continues to train and review the clerks work, all while working as the only trained civil clerk in this court while performing her administrative duties of maintaining and controlling the court docket. She also maintains our court records on caseflow and utilizes our electronic case management systems in order to track cases and determine time limits set by our courts local rules.

I want to recognize her exceptional service and dedication that she continues to show our residents of Collin County. Her professionalism, attention to the details of the job and the needs of those using this court, and the quality of service that she continues to provide should not go unnoticed. Her efforts are an integral part of this courts success and her performance and dedication has a lasting impact on our community.

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


Signature of Elected Official
or Department Head

Vincent J. Venegoni
Printed Name