

## Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Jayci Self

Honoree's Job Title: Deputy Clerk II

Department: County Clerk, Probate Department

Years of Service with the County: 2.5 years

Why the Honoree is receiving a GEM Award including dates:

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Jayci is a Deputy Clerk II in the Probate office. She has considerable knowledge about all aspects of Probate while only being with our office for a relatively short time. As the senior most member of our staff, Jayci has continually provided suggestions to help improve our office to make it more efficient while keeping up with a demanding workload and training new employees.

Recently, Jayci suggested a new way to properly store our filed wills. Per statute, a will must be filed and kept in paper form. The office was purchasing file folders for each will and filing only the will in the folder. Jayci suggested that now that our office is mostly paperless, to file the wills alphabetically per year instead of individually. This process has saved us room in our limited file cabinets, the cost of labels and ink, time creating files and filing said files and most importantly saved us an average of \$700.00 per year on file folders. Jayci is consistently providing solid and progressive solutions to make sure our office is running smoothly and efficiently. She is an important part of our staff and is well deserving of this GEM recognition.

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Approved by elected official or department head on the 16<sup>th</sup> day of July, 2018



Stacey Kemp  
Signature of Elected Official  
or Department Head

Stacey Kemp  
Printed Name