

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Cece Leggieri
First Name Middle Initial Last Name

Honoree's Job Title: Office Coordinator

Department: County Clerk

Years of Service with the County: 13.5

Why the Honoree is receiving a GEM Award including dates:

Cece is the Office Coordinator for the County Clerk and wears many hats as she carries out her job duties. Cece recently assisted with organizing historic birth records in preparation of a large preservation project. She managed the staff who prepared the old books and conducted extensive research to ensure the birth records were accurate. Cece also played a major role in the County Clerk's Electronic File Mark project. She worked closely with IT to replicate the file mark so that documents that must be filed with County Clerk such as public notices and personal financial statements could be managed entirely online without the need for printing the documents, file marking them and then scanning them back into the system. Cece ensured all County Clerk requirements were met and that the new application was launched in time to meet the statutory deadlines for filings. The project was so successful that other counties have requested the application so that they too can move to a more paperless environment. Cece is a valuable member of the County Clerk's organization and is well deserving of this recognition.

Approved by elected official or department head on the 10th day of July, 20 17



Signature of Elected Official
Or Department Head

Stacey Kemp, County Clerk
Printed Name