

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Greg Salinas

Honoree's Job Title: Deputy Clerk II

Department: Collin County Court at Law Clerk's Office

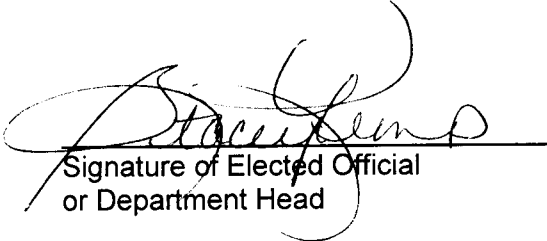
Years of Service with the County: 5

Why the Honoree is receiving a GEM Award including dates:

The Collin County Court at Law Clerk's Office performs quality control on all documents filed in the clerk's office. The quality control section reviews each document for proper annotation, file mark, party information, legibility, correct events and financials. Any error found is annotated on a spreadsheet and reviewed by the supervisors each month. The supervisors review these audit sheets with each employee on a monthly basis.

Greg has worked in the Intake Section of the Collin County Court at Law Clerk's Office for 6 months. During this time, Greg managed to file 1,266 case informations and appeals that average to 211 per month. He has entered 671 TFDA events that average to 111 per month and created 227 file opening documents. Greg has consistently maintained the lowest amount of errors over the past six months, including three months with three or less errors and three months containing ZERO errors. Greg's ability to pay close attention to detail while quickly learning the business processes of the Intake section has made a tremendous impact on the Collin County Court of Law Clerk's Office and its ability to ensure we provide a great product for our customers.

Approved by elected official or department head on the 15th day of Oct, 2018


Signature of Elected Official
or Department Head

Stacey Kemp, Collin County Clerk
Printed Name