

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Kacy _____ Murley
First Name Middle Initial Last Name

Honoree's Job Title: Administrative Secretary

Department: County Clerk Administration

Years of Service with the County: 6 years

Why the Honoree is receiving a GEM Award including dates:

I would like to recognize Kacy Murley for exceptional initiative and teamwork in cleaning up and reorganizing all Court Registry files and monies. Due to her attention to detail, all case files are properly identified and filed correctly. She ensures to review all orders and takes the appropriate action needed. Her efforts demonstrate remarkable attention to detail and accountability for the department. All of the hours she spent making the daily work smoother and more productive is greatly appreciated.

Due to her keen attention to detail, Kacy has been in charge of reviewing and correcting several thousand birth certificates that were imported incorrectly into the software. Some certificates are duplicate and some were filed incorrectly. Kacy reviews each field on the certificate to ensure the proper identification is made and the correct process is completed. Kacy has worked diligently to get these certificates corrected, which has a huge impact on the citizens of Collin County. Great job!

I am so proud to have an employee like Kacy on my team and the county is better for having her onboard as well.

Approved by elected official or department head on the

30th day of Sept, 20 25



Signature of Elected Official
Or Department Head



Printed Name