

Collin County

Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Maria First Name Velasquez Middle Initial Last Name

Honoree's Job Title: Deputy Clerk II

Department: County Clerk Treasury

Years of Service with the County: 9 mos

Why the Honoree is receiving a GEM Award including dates:

Earlier this year, the Treasury department's most tenured Treasury Clerk vacated her position. The daily operations of the department are maintained by two Deputy Clerks. The loss of one left the department severely short-staffed. Maria, who had only been in her position a short time, took on significantly more duties while still performing her own. Although she had not yet been trained on monthly reconciliation, she quickly learned the process and properly reconciled all seven accounts. She also created step by step procedures with screen shots to assist in future training. Maria worked extra hours without complaint to ensure the time sensitive duties were properly completed; she has gone above and beyond department expectations. Maria is an excellent team player and I am proud she is a member of the County Clerk's Organization. Thank you Maria, we could not have gotten through this challenging time without your help. You are very deserving of the GEM Award.

Approved by elected official or department head on the 26th day of June, 20 23



Signature of Elected Official
Or Department Head

Stacey Kemp, County Clerk
Printed Name