

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

Honoree's Name: Pamela Sue Martens

Honoree's Job Title: **Office Coordinator**

Department: County Clerk Administration

Years of Service with the County: 7 years 3 months

#### Why the Honoree is receiving a GEM Award including dates:

During the COVID-19 health crisis, Sue worked with IT and the Senior Administrator to get necessary equipment and access to allow employees to work from home. She created and maintained a spreadsheet to keep track of employee hours and schedules, which employees were assisting healthcare, and made sure all time worked was entered accurately. She ensured the entire County Clerk organization had an adequate supply of needed resources including PPE; she marked out social distancing areas throughout the office and assisted in getting Plexiglas installed at the counters. During time when long lines would form in the lobby, Sue would readily go out to help in crowd management.

In addition to managing the office's health crisis needs, Sue had to learn the complex job of proper records management. With the imminent retirement of a 30 year employee of the records department, Sue pro-actively began taking over large preservation projects and learned the inventory system including records retention schedules. Sue is a valuable asset to this organization and has earned this GEM award nomination.

Approved by elected official or department head on the 23rd day of Sept, 2020

Signature of Elected Official  
Or Department Head

Stacey Kemp, County Clerk