

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

Honoree's Name: Sheryl Baxter

Honoree's Job Title: Legal Secretary I

Department: District Attorney

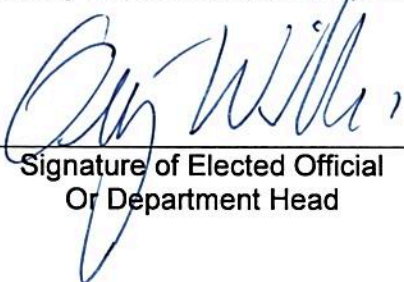
Years of Service with the County: 15 years

Why the Honoree is receiving a GEM Award including dates:

In August 2018, Sheryl Baxter helped our Administration Division train two new employees in Misdemeanor. She monitored their progress while handling her large caseload in two courts.

In addition to these extra duties, Sheryl assisted the secretarial team with court files in all courts. Sheryl Baxter is dedicated to helping her teammates in the District Attorney's office.

Approved by elected official or department head on the 28 day of Sept., 2018.

  
\_\_\_\_\_  
Signature of Elected Official  
Or Department Head

\_\_\_\_\_  
Greg Willis  
Printed Name