

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Shannon Williams

Honoree's Job
Title: Justice Court Administrator

Department: Justice Court 1 – Judge Paul Raleeh

Years of Service with the County: 28

Why the Honoree is receiving a GEM Award including dates:

Judge Chuck Ruckel had a change of staff naming a new Court Administrator. Shannon Williams [without being asked] jumped in and offered her assistance. During the months of November, December and January, Ms. Williams spent several hours training the new Administrator in the court's financial and reconciliations. Ms. Williams was able to locate and correct some of their outstanding issues. Ms. Williams went on to help enter a number of backed-up civil cases that were sent to the court electronically. Ms. Williams completed over 700 cases for them. Ms. Williams continues to help that court as well as other Justice Court's here in Collin County and around the State of Texas. It also should be noted that Ms. Williams is a certified "Master Clerk", an achievement difficult to obtain and a certification held by few.

Shannon Williams is truly a GEM...

Approved by elected official or department head on
the _____

**Signature of Elected Official
Or Department Head**

21 day of ~~February~~ 20
R. RACEETH
Printed Name