

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

Honoree's Name: BROOKE WIGGINS

Honoree's Job Title: COURT ADMINISTRATOR

Department: JUSTICE COURT 3-1

Years of Service with the County: 5

Why the Honoree is receiving a GEM Award including dates:

AT THE BEGINNING OF THIS FISCAL YEAR, THIS OFFICE
LOST IT'S LONG TIME COURT ADMINISTRATOR. BROOKE WAS PROMOTED
FROM CLERK II TO COURT ADMINISTRATOR. WE ALSO LOST A HIGHLY
TRAINED SECOND EMPLOYEE AND HAD A THIRD EMPLOYEE OUT FOR 6 WEEKS
DUE TO SURGERY. DURING THIS TIME WE ALSO RECEIVED APPROVAL FOR (SEE PG 2)

Approved by elected official or department head on the 21 day of FEB, 2020



Signature of Elected Official
or Department Head



Printed Name

TWO MORE (LEAK I'S DUE TO OUR EXTREMELY HEAVY WORK LOAD.

SOMEHOW BROOKE HAS MANAGED TO WORK THROUGH THE ISSUES OF LEARNING A NEW JOB, RECRUITING AND HIRING NEW EMPLOYEES, AND TRAINING NEW EMPLOYEES WHILE STILL MAINTAINING A HIGH WORK LOAD, CUSTOMER SATISFACTION AND CONTINUE TO BE A MAJOR FACTOR IN DEVELOPING NEW WAYS TO INCREASE EFFICIENCY BY US OF ON-LINE DISPUTE RESOLUTION.

BROOKE WIGGINS HAS EARNED THIS GEM AWARD BY HER WORK ETHICS AND HER MANAGEMENT SKILLS. I HIGHLY RECOMMEND HER FOR THIS AWARD.


JP 3-1