

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Ashley Sellers

Honoree's Job

Title: Legal Clerk I

Department: Collin County Magistrate Court

Years of Service with the County: 10 months

Why the Honoree is receiving a GEM Award including dates:

Ashley is an instrumental member of the department. She always encourages fellow clerks to assist where they can and has the ability to perform her own duties, on top of assisting the lead desk role at the same time. Ashley was responsible for training 3 new Clerks in Magistrate Court on the PSRS and Openfox softwares. In addition to this, she thought of, created, implemented and trained all Clerks how to self-audit PSRS and TCIC entries which is kept on a centralized spreadsheet for the month that logs user errors and ensures these critical entries are corrected. More recently, she has been assisting with long term projects of Magistrate Court. In the last month Ashley has assisted in looking through the Grand Jury reports for No Bills, helped research these cases on Odyssey and was responsible for discharging conditions on TLETS when applicable. Additionally, she has been assisting in creating the new policy and procedure manual for Magistrate Court, specifically the PSRS/TCIC Clerk sections, as well as drafting policies regarding TLETS, CJIS and Self Auditing. Ashley's knowledge is invaluable and has been essential to the efficient operations of the Magistrate Court.

Approved by elected official or department head on the ^{8th} day of November, 2022


Signature of Elected Official
Or Department Head


Printed Name