

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Jordan Holland

Honoree's Job Title: Criminal Justice Information Specialist

Department: Warrants & Records

Years of Service with the County: 4

Why the Honoree is receiving a GEM Award including dates:

Jordan continuously fills in for the Records Supervisor in her absence as there is not an assistant supervisor or lead clerk in this division. This occurs frequently as this division operates 365 days a year, 24/7.

Jordan is technically assigned as one of our Civil Clerks but her responsibilities go far beyond our civil workload. She is consistently called upon for a multitude of tasks and executes them with precision and skill. Due to a recent retirement of one of our Extradition clerks, Jordan regularly fills in and helps manage, schedule and coordinate our prisoner transports, often doing this alone when the other Extradition clerk is out. She processes the new and renewing Alarm Permits and all of the financial receipting that goes along with that. She fills in on any and all warrant desk needs and does all of this while training our new employees on their warrant responsibilities.

Jordan has built rapport and a great working relationship with staff from the County Clerk's office, District Clerk's office, DA's office, our jail staff and numerous outside agencies. She is decisive and skilled and has become known for and is often sought after for her trouble-shooting and problem solving abilities.

She far exceeds her job duties day in and day out and she does so with professionalism, accuracy and attention to detail. She is an outstanding employee and is absolutely an asset to this organization.

Approved by elected official or department head on the 9 day of June, 2021



Signature of Elected Official
or Department Head



Printed Name