

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

Honoree's Name: Jordan Selman
First Name Middle Initial Last Name

Honoree's Job Title: Criminal Justice Information Specialist

Department: Sheriffs' Office

Years of Service with the County: 3

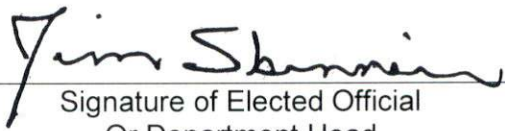
Jordan fills in for the Records supervisor in their absence as there is not an assistant supervisor or lead clerk. This occurs frequently as this section operates 365 days a year 24/7. Jordan has become the point of contact from other offices – courts, DA, jail, etc. due to her job knowledge and abilities.

Jordan is skilled and decisive enough that she is trusted for her troubleshooting and problem solving, both in and out of supervisor presence. It is difficult to pinpoint just a few tasks because she has been called on for a multitude of things. An example of Jordan's value is a current situation where both CJIS clerks that perform transport arrangements are out, one due to retirement and the other illness. To compound this crisis the back up person recently left to take position at DA office for better hours and days off. Also the Records Supervisor is out of office due to illness. Jordan stepped in and was able to get the transports taken care of to meet the 10 day pick up deadlines, while also handling civil duties because the other CJIS position assigned to Civil is out due to illness.

To say the least the above paragraph describes an employee who is Outstanding!

Jordan gives it her all 100% of the time and her work product is exemplary. Since Jordan was hired, she has learned almost every function in Records. If there was something she was not completely familiar with, she worked hard to become familiar with it, master it and help to improve it. She helps the Records

Supervisor with scheduling and keeping track of coverage, which has been a challenge with CoViD and loss of employees. Jordan performs all records tasks with accuracy and professionalism. Jordan has accomplished these abilities within 4 years of hire.


Signature of Elected Official
Or Department Head


Printed Name