

Employee of the Month - January 2011
Sherlene Bair - Mapping Technician
Recorders Office

Sherlene started working for the Utah County Recorders Office on May 3, 1999. She worked in the recording area and started abstracting in 2001 . In 2007 she became part of the mapping division when the abstracting was combined with that area.

Abstracting consists of creating a new record for serial numbers that have been created when properties are split, and updating information on all parcels when a deed is recorded. She takes this information from 8 mappers and has been able to keep up with their work. There have been as many as 13 mappers that she has had to work with at one time. The public and other professionals depend on her accuracy for she is the person who tied all documents to the specific property involved. All documents recorded (with an average of 600 documents a day) go through the process of being abstracted. The abstracting of a subdivision map can become quite tedious and takes a lot of time. All corrections that are necessary have to be made by her. She has also been helping to do name changes on the subdivision parcel maps.

Twice a year Sherlene has a deadline to meet and she conscientiously works hard to meet that deadline. In February she has to make sure everything is current for the previous year. Then again in August she needs to be as up to date as possible so she can ensure the tax notices are being sent to the right person.

In October of 2009 Sherlene had to adapt and change her workflow again as the Recorder's Office moved toward being a paperless office. She had to learn a new abstract program as well as assist in training the mapping staff in using that new program. She also was given the responsibility of helping with Quality Control for each of the mapper's grouping areas which required her to learn and master yet another program. She has done this with no complaint. Sherlene is willing to do what needs to be done, makes changes and ensures that the work gets done in a timely manner without errors.

Her work ethic is one of accuracy and commitment and she takes her job seriously. She likes to stay busy and rarely misses a day. She assists individuals from the public, Title Companies and the Assessors Office and is always willing to help anyone with their workload.

Some things that are said of her from her co-workers include: dedicated, hardworking, reliable, committed, humble, perfectionist, conscientious, loyal, trustworthy, dependable, punctual, likes to follow rules, excellent work ethics, concern for others, upbeat, spunky sense of humor, fun, always seems happy, and works well with her co-workers.

Sherlene tries to be positive and decides she is going to have a good day even when she is facing some struggles in her life. She is very giving of herself and is always willing to help anyone who

needs it and does so with a cheerful heart. If you need a favor she wouldn't think twice about helping you out.

She is active in her Church and is the Pianist for the Primary. She misses her time when she was the Ward music director. She loves music as you can tell because she bursts out in song which brings a smile to anyone within hearing range.

Sherlene has an uncanny ability to draw people to her like a magnet with her wit, humor and her friendship. Many like her personality because she is a good listener, likes to hear about the lives of others and makes you feel comfortable when you talk to her. As we understand she gets her singing and humor from her father.

Sherlene is a very family oriented person. They all go 4 wheeling together. Every year they go to the Chariot Races and participate in the competition. Thanksgiving morning they all go rabbit hunting. At Christmas time they cut down their own Christmas tree. She paints her own Christmas Village pieces and displays them every year. She loves to sew, although she says she will never sew another ruffle ever again. She used to work at a sewing factory where she would sew ruffles all day long. She loves horses and her dog Sadie. She is very dedicated in caring for her mother and is always concerned about her nieces and nephews and all her family in general. Her nieces and nephews call her Aunt Ne Ne.

Sherlene is someone you would say you were glad to have known and we feel she deserves this honor as Employee of the Month.

Nominated by friends and department co-workers
Submitted by Sheryl Steele