

Utah County Employee of the Month for July, 2013

Jessie Lloyd – Legal Assistant II

Utah County Attorneys Office

In the short time Jessie Lloyd has been with the Utah County Attorney's Office, she has accomplished a great deal and overcome numerous obstacles. Jessie learned quickly her tasks as a Legal Assistant for the Utah County Attorney's Office Justice Court Division and has been essential in updating policies and procedures. In addition to her daily tasks, she was required to clear out old files dating back several years in the Justice Court, bringing their programs and files up to date. This was no small task and took several weeks to accomplish. Attorney Jared Rasband says, "Jessie is fantastic. Working on the juvenile/justice court team, Jessie has to keep track of hundreds of cases. Somehow she manages to keep track of those cases and she has everything ready to go each day. She is organized, prompt, and always willing to help in any way she can."

A more honest statement has never been made; Jessie is always willing to help wherever she can, making her influence boundless. Attorney Sam Pead stated, "While she was only my partial-assistant for a short time I learned early on that she is both extremely capable, and (more importantly) diligent. The fact that she (at times) was not my assistant has not been an excuse for her not to do things for me, as she has done a lot for me just because I asked her to, or because she volunteered to help." Sam is seconded by Jared, who said, "In addition to staying on top of the large case load for justice court, Jessie is also always willing to help out with other tasks outside of justice court. She has taken on additional work many times in order to help out with a special project or to do a favor for someone."

Jessie is not only helpful; she is smart, quick, and efficient. Attorney Ryan McBride said, "Jessie was my legal assistant for 18 months. She was always cheerful and happy to help. Jessie never complained about assignments I gave her, and was always prompt. On many occasions I have asked her to get a report for me or prepare some documents for court, and even though the due date wasn't for a week or more, she has completed the assignment and placed the work on my desk within minutes. I have been reassigned and Jessie is no longer my legal assistant, but when I have been in a pinch and need something quick I have asked for her help and she has it done in a flash. I am not the only one who has discovered Jessie's work ethic -- more than once I have heard other attorneys drop by Jessie's desk with a request for quick help." I know I can go to Jessie whenever I need an extra hand or perspective. I am frequently tapping her well of knowledge.

When the attorney's office went paperless, Jessie was there at the forefront discussing paper flow and best paperless policies. In fact, the justice court attorney's and legal assistants were the first to go paperless. Their willingness to test the paperless procedures first paved the way for the rest of the office to transition more smoothly. Jessie also volunteers for projects and committees when no one else seems to want the job. She has helped plan the attorney's Christmas party for the last two years, she's Vice President for the Utah County Employees Association, and she spearheads county blood drives.

Her smarts and sheer willingness aren't the only attributes she brings to the attorney's office, Jessie is also incredibly fun. She is frequently laughing and is always friendly. "Jessie's attitude and personality keep the office fun. She is complementary of others, she keeps a smile on her

face, and is always ready to laugh,” says Attorney Ryan McBride. Attorney Sam Pead says, “Jessie is very fun to work with and pleasant to be around.” Attorney Jared Rasband echo’s Ryan’s and Sam’s experience stating, “She also manages to maintain a great sense of humor while handling these responsibilities. Jessie is always cheerful and helps create a great work environment.”

Jessie is compassionate, willing, intelligent, helpful, diligent, and strong. She is the grease that makes the wheels in this office turn. It is difficult for me to imagine a more deserving individual than Jessie Lloyd for Employee of the Month.

Submitted by Chelsea Crawford