



**BONNIE J. HELMS**

CHIEF JUDGE

**SIXTEENTH JUDICIAL CIRCUIT OF FLORIDA**

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Memorandum from the Office of Chief Judge Bonnie J. Helms  
Employee of the Quarter

Congratulations to Cheryl Alfonso, Court Operations Manager, for being selected as the Employee of the Quarter for July-September, 2022. Cheryl plays a important role in Court Administration, as she provides all of the personnel support for 65 state and county-funded employees and judges. She is also responsible for coordinating the facility issues for all three courthouse locations, which includes emergency management and security issues. During the height of the pandemic, when the majority of staff were teleworking, Cheryl was responsible for ensuring their timesheets and work logs were in order. She was also tasked with the notifications and contact tracing when employees had tested positive for COVID. These extra duties brought on by the pandemic were very time-consuming and detailed, but Cheryl made sure that everything was in order.

As of late, the circuit has been faced with an unprecedented rate of turnover. Her personnel responsibilities include posting positions, coordinating interviews, calling references and once the employee is on-board, doing a one-on-one orientation. This has taken up a great deal of her time, but she continues to handle all of her other job responsibilities professionally and in a timely fashion.

In addition to the personnel, facilities and security responsibilities, Cheryl also handles duties in Court Administration such as answer phones, handle contract payments for vendors, complete OSCA surveys and reports, plan the annual Employee Recognition Luncheon and holiday party and assist with any other gathering or event that staff asks her to help with. As one employee nomination stated "Cheryl wears many hats". Another nomination stated "Whenever there is a problem, Cheryl is the person people turn to to fix it. Cheryl doesn't shy away from these extra duties because she cares deeply for the Sixteenth Circuit." This is evident in the fact that Cheryl answers emails and texts after hours and on the weekends!

The nominations received for Cheryl are a testament to the many years of dedicated service that she has provided to the Circuit, but most importantly the time, energy and dedication she has given to each and every employee. Thank you Cheryl! The 16th Judicial Circuit is lucky to have someone on our team as loyal, caring and hard-working as you!