

KANSAS JUDICIAL BRANCH Clerk of the District Court I, II, III Performance Evaluation

Effective Date: (mm/dd/yy)	Employee Name:	Employee ID: Job Title:	Grade: Step:
District # and County: /	Dept. ID:	Rating Period: (mm/dd/yy) From:	To:

Review Type: Please check:		
Probationary	Movement to step B	Movement to step D
Annual	Movement to step C	Movement to step E
Special		

SECTION I.

Instructions:

1. **Rating Duties:** First, make sure any duties added to your employee's position description are added to this evaluation. Next, mark ONE of the spaces provided for each duty. If your employee does not perform a listed duty, mark the space labeled *Not Applicable*. Mark the space labeled *Unacceptable* if your employee's performance of the duty fails to meet your standards. Mark the space labeled *Needs Improvement* if your employee's performance of the duty somewhat meets your standards but must be improved to fully meet your expectations. Mark the space labeled *Successful* if your employee's performance fully meets your expectations. Mark the space labeled *Beyond Expectations* only if your employee's performance is truly beyond what you would normally expect. This option should be used *only* for exceptional performance.
2. **Rating Categories:** Assign a rating of U for *Unacceptable*, S for *Successful* or B for *Beyond Expectations* in the space to the left of each major job duty category after the duty ratings have been assigned.
3. **Full Performance Column (For employee on step C only):** Review the full performance definition below and apply it to each of the employee's assigned duties. Mark the space in the full performance column only if the employee is making satisfactory progress toward full performance or has demonstrated full performance of the duty.

Full Performance Definition

The state of possessing and applying knowledge, experience, abilities and personal attributes to perform independently all functions of the employee's position.

Category Rating U = Unacceptable S = Successful B = Beyond Expectations		Performance of this duty is rated:				Full Performance (step C only)
		<i>Not Applicable</i>	<i>Unacceptable*</i>	<i>Needs * Improvement</i>	<i>Successful</i>	
Supervision Duties						
Developing and implementing employee training and development	_____	_____	_____	_____	_____	_____
Evaluating employees	_____	_____	_____	_____	_____	_____
Disciplining employees	_____	_____	_____	_____	_____	_____
Managing employee leave	_____	_____	_____	_____	_____	_____
Providing guidance and information to staff	_____	_____	_____	_____	_____	_____
Developing policies and recommending procedures	_____	_____	_____	_____	_____	_____
Supervising necessary cross-training	_____	_____	_____	_____	_____	_____
Instituting new procedures or training for staff	_____	_____	_____	_____	_____	_____
Distributing workload evenly among employees	_____	_____	_____	_____	_____	_____

* Any duties rated *Unacceptable*, *Needs Improvement*, or *Beyond Expectations* require additional documentation in Section II of this form.

Category Rating U = Unacceptable S = Successful B = Beyond Expectations	Not Applicable	Performance of this duty is rated:				Full Performance (step C only)
		Unacceptable *	Needs * Improvement	Successful	Beyond * Expectations	
Supervision Duties (cont.)						
Coaching for performance: assisting, motivating and preparing subordinate personnel for advancement	_____	_____	_____	_____	_____	_____
Providing regular ongoing feedback to staff	_____	_____	_____	_____	_____	_____
Supporting and focusing on the vision, mission and goals of the Judicial Branch	_____	_____	_____	_____	_____	_____
Assisting coworkers	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
Human Resource and Personnel Duties						
Recruiting and hiring	_____	_____	_____	_____	_____	_____
Managing timesheets	_____	_____	_____	_____	_____	_____
Completing, submitting and maintaining other personnel and payroll documentation	_____	_____	_____	_____	_____	_____
Handling grievances and complaints	_____	_____	_____	_____	_____	_____
Making staffing recommendations (number of personnel, distribution of personnel, etc)	_____	_____	_____	_____	_____	_____
Ensuring staff coverage on a daily basis	_____	_____	_____	_____	_____	_____
Preparing personnel budget requests for submission to the Supreme Court	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
Fiscal and Budget Duties						
Developing and implementing court budget	_____	_____	_____	_____	_____	_____
Making purchase requests	_____	_____	_____	_____	_____	_____
Preparing the budget	_____	_____	_____	_____	_____	_____
Finding and fixing errors in receipting and disbursing	_____	_____	_____	_____	_____	_____
Receipting: transfers and adjustments	_____	_____	_____	_____	_____	_____
Disbursing of monies	_____	_____	_____	_____	_____	_____
Completing daily and month-end accounting in a timely manner	_____	_____	_____	_____	_____	_____
Maintaining accurate accounting records	_____	_____	_____	_____	_____	_____
Applying information from the district court clerks manual	_____	_____	_____	_____	_____	_____
Ensuring proper accounting procedures are followed	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
Strategic Planning Duties						
Projecting long term needs of the court in terms of space allocation, personnel, equipment and technology	_____	_____	_____	_____	_____	_____
Finding new and better procedures, equipment, training, etc.	_____	_____	_____	_____	_____	_____
Reviewing court needs and responding to the needs in a timely manner	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Category Rating U = Unacceptable S = Successful B = Beyond Expectations	Not Applicable	Performance of this duty is rated:				Full Performance (step C only)
		Unacceptable *	Needs * Improvement	Successful	Beyond * Expectations	
Clerk of the Court Duties						
Setting up and preparing cases	_____	_____	_____	_____	_____	_____
Ensuring proper case procedures	_____	_____	_____	_____	_____	_____
Serving on committees as assigned	_____	_____	_____	_____	_____	_____
Supervising and overseeing docketing	_____	_____	_____	_____	_____	_____
Serving as liaison with other agencies	_____	_____	_____	_____	_____	_____
Serving as treasurer for law library	_____	_____	_____	_____	_____	_____
Monitoring and overseeing bonding agencies	_____	_____	_____	_____	_____	_____
Managing juries	_____	_____	_____	_____	_____	_____
Maintaining witness registers	_____	_____	_____	_____	_____	_____
Scheduling interpreters	_____	_____	_____	_____	_____	_____
Arranging for security officers when necessary	_____	_____	_____	_____	_____	_____
Preparing annual reports and statistics (cases, pro tem, ADSAP)	_____	_____	_____	_____	_____	_____
Managing facilities (records storage, scheduling courtrooms, custodial, space management, etc.)	_____	_____	_____	_____	_____	_____
Issuing services of process and writs	_____	_____	_____	_____	_____	_____
Managing court records according to Rule 108 (ex: microfilm or off-site storage)	_____	_____	_____	_____	_____	_____
Processing and preparing records on appeal	_____	_____	_____	_____	_____	_____
Reviewing all essential parts of case files and correspondence	_____	_____	_____	_____	_____	_____
Filling in for another court when required	_____	_____	_____	_____	_____	_____
Interpreting laws, rules, policies and regulations	_____	_____	_____	_____	_____	_____
Preparing reports to various local and state agencies and OJA	_____	_____	_____	_____	_____	_____
Attending clerks conference or regional training sessions or substituting another clerk as district representative	_____	_____	_____	_____	_____	_____
Recognizing and correcting errors or problems before they escalate	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
Public Relations Duties						
Working with public in routine and difficult situations	_____	_____	_____	_____	_____	_____
Displaying friendly and helpful attitude to those who come to court for help	_____	_____	_____	_____	_____	_____
Establishing and maintaining effective communication with court officers, district employees, county commissioners and other agencies and department officials	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
Technology Duties						
Operating PC hardware/software associated with the court	_____	_____	_____	_____	_____	_____
Performing trouble-shooting and maintenance	_____	_____	_____	_____	_____	_____
Training public	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

SECTION II.

1. Use the space below to explain your evaluation of any duties on which you rated your employee's performance as *Unacceptable*. Use and attach additional pages if necessary.

2. Use the space below to explain your evaluation of any duties on which you rated your employee's performance as *Needs Improvement*. Use and attach additional pages if necessary.

3. Use the space below to explain your evaluation of any duties on which you rated your employee's performance as *Beyond Expectations*. Use and attach additional pages if necessary.

4. After reviewing the current position description, note any new duties or other changes in the duties you wish the employee to undertake during the next year. These changes should be noted on an updated position description.

5. Goals for the employee during the next review period:

OVERALL PERFORMANCE RATING:

_____ ***Beyond Expectations*** - Performance far exceeds the normal scope of the job requirements. It represents a level of performance that is rare and unusual. The employee cannot receive a rating of *Beyond Expectations* unless two or more duty categories have been rated as *Beyond Expectations* and none has been rated as *Unacceptable*.

_____ ***Successful*** - Performance demonstrates competence and skill at one's job.

_____ ***Unacceptable*** - Performance fails to meet the requirements of the position. An employee may receive a rating of *Unacceptable* if one duty category has been rated *Unacceptable*. The employee must receive a rating of *Unacceptable* if more than one duty category is rated *Unacceptable*.

