

## KANSAS JUDICIAL BRANCH Court Administrator 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:*

- 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.
- 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.
- 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	<i>Not Applicable</i>	<i>Performance of this duty is rated:</i>				<i>Full Performance (step C only)</i>
		<i>Unacceptable *</i>	<i>Needs * Improvement</i>	<i>Successful</i>	<i>Beyond * Expectations</i>	
<b>Human Resources and Personnel Duties</b>						
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	_____	_____	_____	_____	_____	_____
Developing and implementing employee training and development	_____	_____	_____	_____	_____	_____
Evaluating employees	_____	_____	_____	_____	_____	_____
Disciplining employees	_____	_____	_____	_____	_____	_____
Managing employee leave	_____	_____	_____	_____	_____	_____

\* 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	
<b>Human Resources and Personnel Duties (cont.)</b>						
Providing guidance and information to staff	_____	_____	_____	_____	_____	_____
Resolving conflicts	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
<b>Fiscal and Budget Duties</b>						
Managing temporary position hours	_____	_____	_____	_____	_____	_____
Purchasing	_____	_____	_____	_____	_____	_____
Preparing and managing grants	_____	_____	_____	_____	_____	_____
Preparing personnel budget requests for submission to the Supreme Court	_____	_____	_____	_____	_____	_____
Preparing and justifying county budget	_____	_____	_____	_____	_____	_____
Reporting county budget to state	_____	_____	_____	_____	_____	_____
Managing contracts	_____	_____	_____	_____	_____	_____
Facilities and space management	_____	_____	_____	_____	_____	_____
Managing accounts payable and receivable	_____	_____	_____	_____	_____	_____
Managing training budget	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
<b>Technology Duties</b>						
Coordinating technology between departments or courts	_____	_____	_____	_____	_____	_____
Assessing technology needs	_____	_____	_____	_____	_____	_____
Managing technology training	_____	_____	_____	_____	_____	_____
Obtaining technology funding	_____	_____	_____	_____	_____	_____
Evaluating and selecting systems and lease and purchase arrangements	_____	_____	_____	_____	_____	_____
Maintaining web page	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
<b>Planning and Programs Duties</b>						
Coordinating programs among court departments	_____	_____	_____	_____	_____	_____
Coordinating programs with county	_____	_____	_____	_____	_____	_____
Coordinating programs with state	_____	_____	_____	_____	_____	_____
Coordinating with other agencies and programs	_____	_____	_____	_____	_____	_____
Planning facilities needs	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
<b>Public Relations Duties</b>						
Conducting or coordinating public presentations or tours	_____	_____	_____	_____	_____	_____
Managing media coordination and access, including press releases and rule enforcement	_____	_____	_____	_____	_____	_____
Acting as liaison with agencies, community, bar and legislators	_____	_____	_____	_____	_____	_____
Communicating court's interests and positions and judicial policies	_____	_____	_____	_____	_____	_____
Informing chief judge of issues and conflicts	_____	_____	_____	_____	_____	_____
Serving as information resource to public, court, staff and OJA, including employee newsletter	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

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	
<b>Administrative Duties</b>						
Planning and coordinating court security with law enforcement	_____	_____	_____	_____	_____	_____
Caseflow management and reporting (time limits enforcement, etc.)	_____	_____	_____	_____	_____	_____
Representing court on state, district and local committees	_____	_____	_____	_____	_____	_____
Overseeing agencies and programs (ADSAP, etc.)	_____	_____	_____	_____	_____	_____
Coordinating court operations (clerks, CSOs, etc.)	_____	_____	_____	_____	_____	_____
Assuring full and equal access to court (ADA, diversity issues, etc.)	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

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*.

FULL PERFORMANCE (For employee on step C):

1. During this rating period, the employee:
- Made satisfactory progress overall toward full performance (employee must receive an overall performance rating of at least *Successful* or better.)
- Did not make satisfactory progress overall toward full performance.
2. After three years on step C, the employee:
- Demonstrates full performance of all duties of the position (only for employee with three *Successful* or better overall performance ratings while on step C)
- Does not demonstrate full performance of all duties of the position

RECOMMENDED OUTCOMES (If applicable):

- Permanent status granted (*Successful* completion of one year of probation)
- Step movement approved (overall rating must be at least *Successful*)
- Step movement not approved
- Employment terminated
- Employee has received three overall annual performance ratings of at least *Successful* and has met the requirements for full performance.
- Other: \_\_\_\_\_

Additional Comments: Use and attach additional pages if necessary.

This is to certify I have reviewed my position description and I have been advised of my performance and I have been given the opportunity to comment. My signature does not necessarily indicate I agree with the evaluation of my performance.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rater Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date