

KANSAS JUDICIAL BRANCH Court Reporter/Transcriptionist 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/Lead Worker Duties						
Developing and implementing employee training and development	_____	_____	_____	_____	_____	_____
Evaluation employees	_____	_____	_____	_____	_____	_____
Managing employee leave	_____	_____	_____	_____	_____	_____
Providing guidance and information to staff	_____	_____	_____	_____	_____	_____
Developing policies and recommending procedures	_____	_____	_____	_____	_____	_____
Supervising necessary cross-training	_____	_____	_____	_____	_____	_____
Distributing workload evenly among employees	_____	_____	_____	_____	_____	_____
Recruiting and hiring	_____	_____	_____	_____	_____	_____
Managing timesheets	_____	_____	_____	_____	_____	_____

* 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	Performance of this duty is rated:				Full Performance (step C only)
	Not Applicable	Unacceptable *	Needs * Improvement	Successful	
Supervision/Lead Worker Duties (cont.)					
Completing, submitting and maintaining other personnel and payroll documentation	_____	_____	_____	_____	_____
Handling grievances and complaints	_____	_____	_____	_____	_____
Ensuring staff coverage of a daily basis	_____	_____	_____	_____	_____
Serving as a coach or mentor to other employees	_____	_____	_____	_____	_____
Providing regular ongoing feedback to staff	_____	_____	_____	_____	_____
Assisting coworkers	_____	_____	_____	_____	_____
Coordinating office management efforts with the chain of command	_____	_____	_____	_____	_____
Providing management with reports on court reporter activities	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Fiscal and Budget Duties					
Purchasing	_____	_____	_____	_____	_____
Completing required reporting forms	_____	_____	_____	_____	_____
Assisting in the preparation of court budgets	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Court Duties					
Setting trials and hearings	_____	_____	_____	_____	_____
Preparing files and indexes	_____	_____	_____	_____	_____
Informing jury clerk of jury trial schedules	_____	_____	_____	_____	_____
Setting and removing cases from trial calendar	_____	_____	_____	_____	_____
Handling caseload management measures in a timely manner	_____	_____	_____	_____	_____
Following state and local court policies and procedures	_____	_____	_____	_____	_____
Working in other offices as assigned	_____	_____	_____	_____	_____
Serving as bailiff	_____	_____	_____	_____	_____
Producing neat, accurate and complete transcripts	_____	_____	_____	_____	_____
Overseeing maintenance of recording equipment	_____	_____	_____	_____	_____
Filing and distributing completed transcripts	_____	_____	_____	_____	_____
Maintaining daily tape log record and index system	_____	_____	_____	_____	_____
Preparing certified copies of court proceedings from tape recordings	_____	_____	_____	_____	_____
Taking verbatim testimony, manually or through the operation of a stenotype machine	_____	_____	_____	_____	_____
Certifying transcript accuracy	_____	_____	_____	_____	_____
Issuing cost statements for transcript preparation	_____	_____	_____	_____	_____
Maintaining exhibit filing system	_____	_____	_____	_____	_____
Marking exhibits offered in evidence as directed by the court	_____	_____	_____	_____	_____
Destroying exhibits pursuant to Supreme Court Rule 108 as necessary	_____	_____	_____	_____	_____
Reviewing court files, exhibits, police reports, etc. to verify accuracy of transcripts	_____	_____	_____	_____	_____

Category Rating U = Unacceptable S = Successful B = Beyond Expectations	Performance of this duty is rated:				Full Performance (step C only)
	Not Applicable	Unacceptable *	Needs * Improvement	Successful	
Court Duties (cont.)					
Producing correspondence for judge	_____	_____	_____	_____	_____
Assigning taped transcript requests as needed between all reporters	_____	_____	_____	_____	_____
Locating notes from past reporters and forwarding them as needed	_____	_____	_____	_____	_____
Administering oaths or affirmations	_____	_____	_____	_____	_____
Following procedures for cases on appeal when transcript is ordered	_____	_____	_____	_____	_____
Maintaining daily diary of cases heard for later reference to court and counsel	_____	_____	_____	_____	_____
Storing stenograph notes in secure manner	_____	_____	_____	_____	_____
Defining criteria for contracting with free-lance reporters	_____	_____	_____	_____	_____
Installing and maintaining technology to prepare, store and retrieve transcripts and other documents	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Office Duties					
Reviewing files and/or documents for accuracy and completeness	_____	_____	_____	_____	_____
Stamping and preparing incoming and outgoing mail (pickup and delivery)	_____	_____	_____	_____	_____
Screening visitors and callers	_____	_____	_____	_____	_____
Answering phones in a professional and courteous manner	_____	_____	_____	_____	_____
Maintaining appointment calendar	_____	_____	_____	_____	_____
Taking and transcribing dictation accurately	_____	_____	_____	_____	_____
Operating office equipment: computers, software programs, copiers, phones, recording equipment, etc.	_____	_____	_____	_____	_____
Composing letters and documents	_____	_____	_____	_____	_____
Maintaining office supplies	_____	_____	_____	_____	_____
Inventorying property	_____	_____	_____	_____	_____
Maintaining various records of office activities	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Public Relations Duties					
Working with public in routine and difficult situations	_____	_____	_____	_____	_____
Serving as information resource to public, court, staff, and OJA	_____	_____	_____	_____	_____
Providing courteous service to coworkers and public	_____	_____	_____	_____	_____
Communicating with court staff and outside contacts	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

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*.

