

KANSAS JUDICIAL BRANCH Court Services Officer I, II, III Performance Evaluation (Not for Chief CSO)

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	Performance on this duty is rated:				Full Performance (step C only)
	Not Applicable	Unacceptable *	Needs * Improvement	Successful	
Human Resources and Personnel Duties					
Managing timesheets					
Completing, submitting and maintaining other personnel and payroll documentation					
Ensuring staff coverage on a daily basis					
Fiscal and Budget Duties					
Purchasing					
Budget planning					

* 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 on this duty is rated:				Full Performance (step C only)
		Unacceptable *	Needs * Improvement	Successful	Beyond * Expectations	
Administrative Duties						
Communicating policies and procedures	_____	_____	_____	_____	_____	_____
Compiling district statistics	_____	_____	_____	_____	_____	_____
Compiling reports and information for public, court and OJA	_____	_____	_____	_____	_____	_____
Participating, attending and/or assisting with meetings/committees	_____	_____	_____	_____	_____	_____
Participating in in-service training	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
Supervision Duties						
Providing guidance and information to staff	_____	_____	_____	_____	_____	_____
Monitoring employees' work product	_____	_____	_____	_____	_____	_____
Conducting and supervising staff training	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
Caseload Duties						
Domestic dispute resolution	_____	_____	_____	_____	_____	_____
Protection from Abuse (PFA)	_____	_____	_____	_____	_____	_____
Adult presentence investigations (PSI)	_____	_____	_____	_____	_____	_____
Juvenile predispositional investigations (PDI)	_____	_____	_____	_____	_____	_____
CINC reports/PDR	_____	_____	_____	_____	_____	_____
Bond supervision	_____	_____	_____	_____	_____	_____
Monitoring diversions	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
Client Duties						
Home studies (CINC or domestic)	_____	_____	_____	_____	_____	_____
Supervised visitation (CINC or domestic)	_____	_____	_____	_____	_____	_____
Establishing periodic reporting times	_____	_____	_____	_____	_____	_____
Determining and offering counsel pertaining to client needs	_____	_____	_____	_____	_____	_____
Referring clients to appropriate community resources	_____	_____	_____	_____	_____	_____
Monitoring clients' progression/regression under the conditions of probation	_____	_____	_____	_____	_____	_____
Risk needs assessment	_____	_____	_____	_____	_____	_____
Maintaining contact with clients based on risk needs	_____	_____	_____	_____	_____	_____
Maintaining client records	_____	_____	_____	_____	_____	_____
Home visits	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
Court Duties						
Court hearings	_____	_____	_____	_____	_____	_____
Enforcing orders of the court	_____	_____	_____	_____	_____	_____
Monitoring dockets (criminal, domestic, juvenile)	_____	_____	_____	_____	_____	_____
Making recommendations to court	_____	_____	_____	_____	_____	_____
Giving testimony	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Category Rating U = Unacceptable S = Successful B = Beyond Expectations	Not Applicable	Performance on this duty is rated:				Full Performance (step C only)
		Unacceptable *	Needs * Improvement	Successful	Beyond * Expectations	
Public Relations Duties						
Developing public education programs	_____	_____	_____	_____	_____	_____
Participating in community activities	_____	_____	_____	_____	_____	_____
Maintaining partnerships with law enforcement	_____	_____	_____	_____	_____	_____
Representing courts services on community boards	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

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