



Orange County Sheriff's Office
Non-Supervisory Performance Appraisal Form
Senior Administrative Assistant

Name: _____ Employee #: _____

Hire Date: _____

Period Covered: From _____ To _____

Evaluation and Criteria

Using the following numerical scale, assign the appropriate value to the tasks listed below. Select the number which best reflects your appraisal of the incumbent's performance and place it in the box. A rating of 5 or 1 must be justified in writing. Comments are encouraged for each section.

- 5-Exceptional
- 4-Above Satisfactory
- 3-Satisfactory
- 2-Below Satisfactory
- 1-Unsatisfactory

N/A – Not applicable

COMMITMENT TO DEPARTMENTAL GOALS, PROGRAMS AND OBJECTIVES

- ___ Works with supervisor and co-workers in planning and building an effective team.
- ___ New and additional assignments are accepted and performed.
- ___ New methods are suggested and readily accepted to improve effectiveness and productivity.
- ___ Assistant's objectives, efforts and talents are directed toward the needs of the citizens and the department.

Comments: _____

BUDGET RESPONSIBILITIES

- ___ Assists in preparations and processing upcoming budget year.
- ___ Predict and encumber future expenditures.
- ___ Maintains and reconciles departmental accounts accurately.
- ___ Requests for payments are prepared and processed in a timely manner.
- ___ Proper depository of fund procedures are followed.
- ___ Work does not have to be closely supervised.

Comments: _____

HUMAN RESOURCES/EMPLOYMENT/PAYROLL

- ___ Utilizes sources for advertisements and distribution of information for candidates in the hiring process.
- ___ Coordinates processing for employment in a timely manner.
- ___ Works with supervisor to establish and maintain personnel records according to Sheriff's Office and County policies.
- ___ Follow the guidelines within the State Compensation Board and County Policies regarding the duties and responsibilities for certification on employee salaries.
- ___ Ensure all salary and premium procedures are up to date and provide the accurate and current financial data for superior's review.

Comments: _____

PERFORMANCE UNDER STRESSFUL, UNUSUAL OR EMERGENCY CONDITIONS

- ___ When under unusual circumstances, no serious deviations from expected performance are demonstrated.
- ___ Composure is maintained under stress.
- ___ Handles difficult situations in a very confident and professional manner.
- ___ Judgment results from sound evaluation of all factors involved.

Comments: _____

EXTERNAL PUBLIC RELATIONS

- ___ No verbal abuse of citizens.
- ___ Courtesy is demonstrated at all times to all people.

- ___ Is tactful and displays good self-control when in contact with irate individuals.
- ___ In dealing with outside agencies and organizations, problems are quickly resolved and desired results are obtained.

Comments: _____

INTERNAL COMMUNICATION AND COOPERATION

- ___ Completes assignments in harmony with others and is a good team worker.
- ___ Problems which occur in work relationships are promptly resolved.
- ___ Readily assists others.

Comments: _____

REPORT PREPARATION, SUBMISSION AND PRESENTATION

- ___ Reports are submitted on time.
- ___ Reports are legible, concise, grammatically and numerically correct and contain all required information.
- ___ Reports and information are rarely returned for correction.
- ___ Reports contain all applicable paperwork to support data.

Comments: _____

USE, CARE AND MAINTENANCE OF EQUIPMENT

- ___ Specified operating and safety procedures are followed in the use and maintenance of equipment.
- ___ Equipment is kept clean, taken care of, and always in working condition.
- ___ Work area is kept clean and organized.
- ___ Facilities and equipment are properly maintained plus preventative maintenance programs are established and followed.
- ___ Maintenance records and agreements on facilities and equipment are maintained and kept current.

Comments: _____

CONFORMANCE TO DIRECTION AND DIRECTIVES

- ___ Instructions are followed and assignments completed on schedule.
- ___ Unassigned time is effectively utilized.
- ___ Special attention is directed to supervisor’s instructions and needs.
- ___ Work does not have to be closely supervised.
- ___ Organizational ability and ability to multitask.

Comments: _____

COMPLIANCE TO POLICIES, PROCEDURES AND REGULATIONS

- ___ Sheriff’s Office policies, general orders, procedures, etc., are followed as prescribed or exceptions are approved by supervisor.
- ___ Sick leave is not abused.
- ___ Leave time is used only as authorized or specified.

Comments: _____

RISK MANAGEMENT

- ___ Accidents are quickly reported and in a prompt manner to Human Resources and insurance company.
- ___ Safety hazards are promptly identified, corrected and reported.
- ___ Takes leadership role by following all safety policies and procedures.
- ___ Facilities and equipment are properly maintained plus prevention maintenance programs are established and followed.
- ___ Maintenance records and agreements on facilities and equipment are maintained and kept current.

Comments: _____

CORE VALUES: Assign a numeric to each box, then list examples or actions that demonstrate how the employee embodies each core value. Complete all sections.

___ Integrity: Employee’s actions are guided by ethical and honest conduct.

___ Leadership: Employee is an example to others.

___ Service: Employee is responsive and service-oriented to meet customer needs.

Comments: _____

County Policy

___ Is well versed in applicable county policies, knows where to find the most updated policy

___ Follows all applicable county policies

___ Makes appropriate inquiries as to the meaning or directives included in county policy before acting.

___ Completes all county policy required forms and documents in a timely matter.

Comments: _____

CALCULATION OF RATING

A. TOTAL SCORES _____

B. NUMBER OF CATEGORIES _____

C. RATING DETERMINATION (A/B) _____

PERFORMANCE RATING _____

4.5-5.00 and no ratings below satisfactory –Exceptional

3.5-4.49 and no ratings below satisfactory – Above Satisfactory

2.5-3.49 and no unsatisfactory ratings – Satisfactory

1.5-2.49 – Below Satisfactory

0.0 – 1.49 – Unsatisfactory

Development and growth potential:

Include comments on employee’s major strengths, accomplishments made during this review period and development achieved since the last performance evaluation.

Completed goals and objectives:

Review the results of goals and objectives completed within this performance cycle.

New goals and objectives:

List the objectives to be accomplished within the next performance cycle. Arrange in order of priority.

Additional comments by rating official:

Comments by rated employee:

Senior Administrative Asst Form **Employee:** _____ **Date:** _____

By my signature, I acknowledge that I have received this performance evaluation. I understand that I may respond in writing if I disagree with any part of this evaluation.

Employee: _____ **Date:** _____

Approved by Sheriff: _____ **Date:** _____