

**ADMINISTRATIVE ASSISTANT FOR DISTRICT CHIEF OF POLICE
Summative Appraisal Form**

Name _____

Location _____

Appraisal Period: From _____ to _____

Date of Review _____

Directions

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

Rating Scale

- 5 Clearly Outstanding:** Performance is consistently far superior to what is normally expected.
- 4 Exceeds Expectations:** Performance demonstrates increased proficiency and is consistently above expectations.
- 3 Meets Expectations:** Performance meets expectations and presents no significant problems.
- 2 Below Expectations:** Performance is consistently below expectations and significant problems exist.
- 1 Unsatisfactory:** Performance is consistently unacceptable.
- 0 Not Applicable**

JOB PERFORMANCE STATEMENTS

General Duties

- ____ 1. Able to be on call after hours.
- ____ 2. Organizes and manages the routine work activities in the assigned District Chief of Police department.
- ____ 3. Prepares correspondence, forms, reports, etc. for the department head and other department staff members that have access to a typewriter and computer.
- ____ 4. Assists in compiling information for preparing various reports for the department.
- ____ 5. Receives incoming calls, takes reliable messages and routes all to appropriate staff.
- ____ 6. Receives, sorts and distributes mail and other documents to other department staff members.
- ____ 7. Maintains department files.
- ____ 8. Performs all routine bookkeeping tasks, including simple arithmetic operations for the department.
- ____ 9. Keeps informed of and in compliance with all state and district policies and regulations concerning primary duty functions.

COMMENTS: _____

