

Comments: _____

2. Legal Research and Review

NE 1 2 3 4 5

A. Effectively identifies legal issues and performs research and investigations. _____ _____ _____ _____ _____ ✓

B. Effectively reviews and interprets legal instruments, reports and documents prepared by departments. _____ _____ _____ _____ _____ ✓

Comments: _____

3. Employee/Public Relations

NE 1 2 3 4 5

A. Works well with other employees. _____ _____ _____ _____ _____ ✓

B. Meeting and handling the public while recognizing ethical obligation to the City. _____ _____ _____ _____ _____ ✓

Comments: _____

4. Communication

NE 1 2 3 4 5

A. Oral communication is clear, concise and articulate. _____ _____ _____ _____ _____ ✓

B. Written communications (e.g.) contracts, resolutions, and other legal documents are clear, concise and accurate. _____ _____ _____ _____ _____ ✓

Comments:

5. Quantity/Quality

	<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Amount of work performed.	---	---	---	---	---	✓
B. Completion of work on time.	---	---	---	---	---	✓
C. Accuracy.	---	---	---	---	---	✓
D. Thoroughness.	---	---	---	---	---	✓

Comments: _____

6. Personal Traits

	<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Initiative.	---	---	---	---	---	✓
B. Judgement.	---	---	---	---	---	✓
C. Fairness and Impartiality.	---	---	---	---	---	✓
D. Analytical Ability.	---	---	---	---	---	✓

Comments: _____

7. Litigation/Administrative Proceedings

	<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Provides timely and effective representation of the City's interest in litigation.	---	---	---	---	---	✓
B. Controls and monitors costs and performance of retained outside legal counsel.	---	---	---	---	---	✓

II. Summary Rating

Overall Performance Rating – Considering the results obtained against established performance standards as well as overall job performance, the following rating is provided (circle one):

Unsatisfactory Improvement Needed Meets Job Standards Exceeds Job Standards Outstanding

Comments: *Can't say enough about Shawn's work. He has been an asset to the City since he started. This is why I rate him as an outstanding City Employee.*

III. Future Goals and Objectives

Specific goals and objectives to be achieved in the next evaluation period: _____

Billy Wardlow
COMMISSIONER BILLY WARDLOW

Shawn D. Smith
SHAWN D. SMITH, CITY ATTORNEY

ATTEST: *Cheryl Smith*