

# City Attorney Performance Evaluation

September 20, 2011

## RATING SCALE DEFINITIONS (1-5)

- Unsatisfactory (1)** - The employee's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue.
- Improvement (2) Needed** The employee's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.
- Meets Job (3) Standard** The employee's work performance consistently meets the standards of the position.
- Exceeds Job (4) Standard** The employee's work performance is frequently or consistently above the level of a satisfactory employee.
- Outstanding (5)** The employee's work performance is consistently excellent when compared to the standards of the job.
- Not evaluated (NE)** The employee's work performance was not observed during this evaluation period.

## I. Performance Evaluation and Achievements

<u>1. City Commission/ Boards Relationships</u>	<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Provides sound legal advice to the City Commission, Boards, Commissions and City staff.	—	—	—	—	—	5
B. Reporting to the City Commission, Boards, and City staff is timely, clear, concise and thorough.	—	—	—	—	—	5
C. Accepts direction/instructions in a positive manner.	—	—	—	—	—	5
D. Keeps the City Commission, Boards, and City staff informed of issues relevant to the requirements of the position.	—	—	—	—	—	5
E. Dedicates the time necessary to the responsibilities of the position and is readily available to Commissioners.	—	—	—	—	—	5

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>2. <u>Legal Research and Review</u></b>	<b><u>NE</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>
A. Effectively identifies legal issues and performs research and investigations.	_____	_____	_____	_____	_____	<u>5</u>
B. Effectively reviews and interprets legal instruments, reports and documents prepared by departments.	_____	_____	_____	_____	_____	<u>5</u>

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>3. <u>Employee/Public Relations</u></b>	<b><u>NE</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>
A. Works well with other employees.	_____	_____	_____	_____	_____	<u>5</u>
B. Meeting and handling the public while recognizing ethical obligation to the City.	_____	_____	_____	_____	_____	<u>5</u>

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>4. <u>Communication</u></b>	<b><u>NE</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>
A. Oral communication is clear, concise and articulate.	_____	_____	_____	_____	_____	<u>5</u>
B. Written communications (e.g.) contracts, resolutions, and other legal documents are clear, concise and accurate.	_____	_____	_____	_____	_____	<u>5</u>

Comments: \_\_\_\_\_  
\_\_\_\_\_

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**5. Quantity/Quality**

<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
—	—	—	—	—	5
—	—	—	—	—	5
—	—	—	—	—	5
—	—	—	—	—	5

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>
—	—	—	—	—	5
—	—	—	—	—	5
—	—	—	—	—	5
—	—	—	—	—	5

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>
—	—	—	—	—	5
—	—	—	—	—	5

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.

Comments: \_\_\_\_\_

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**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: SHAWN HAS REPRESENTED THE  
CITY WITH PROFESSIONALISM AND WITH THE  
HIGHEST OF INTEGRITY

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**III. Future Goals and Objectives**

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

TO CONTINUE BRINGING MORE CASES IN HOUSE  
TO SAVE TAXPAYERS MONEY

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\_\_\_\_\_  
MAYOR CRAIG CATES

\_\_\_\_\_  
SHAWN D. SMITH, CITY ATTORNEY

ATTEST:

\_\_\_\_\_  
CHERYL SMITH, CITY CLERK

Dated \_\_\_\_\_