

# City Attorney Performance Evaluation

November 1, 2022

## 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.	___	___	___	___	___	4.71
B. Reporting to the City Commission, Boards, and City staff is timely, clear, concise and thorough.	___	___	___	___	___	4.71
C. Accepts direction/instructions in a positive manner.	___	___	___	___	4.43	___
D. Keeps the City Commission, Boards, and City staff informed of issues relevant to the requirements of the position.	___	___	___	___	___	4.71
E. Dedicates the time necessary to the responsibilities of the position and is readily available to Commissioners.	___	___	___	___	___	4.71

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

<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.	—	—	—	—	—	4.71
B. Effectively reviews and interprets legal instruments, reports and documents prepared by departments.	—	—	—	—	—	4.60

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

<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.	—	—	—	—	3.83	—
B. Meeting and handling the public while recognizing ethical obligation to the City.	—	—	—	—	4.33	—

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.	—	—	—	—	—	4.71
B. Written communications (e.g.) contracts, resolutions, and other legal documents are clear, concise and accurate.	—	—	—	—	—	4.71

Comments: \_\_\_\_\_  
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<b>5. <u>Quantity/Quality</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. Amount of work performed.	—	—	—	—	—	4.71
B. Completion of work on time.	—	—	—	—	4.43	—
C. Accuracy.	—	—	—	—	—	4.71
D. Thoroughness.	—	—	—	—	—	4.86

Comments: \_\_\_\_\_  
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<b>6. <u>Personal Traits</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. Initiative.	—	—	—	—	—	4.71
B. Judgement.	—	—	—	—	—	4.71
C. Fairness and Impartiality.	—	—	—	—	—	4.57
D. Analytical Ability.	—	—	—	—	—	4.86

Comments: \_\_\_\_\_  
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<b>7. <u>Litigation/Administrative Proceedings</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. Provides timely and effective representation of the City's interest in litigation.	—	—	—	—	—	4.86
B. Controls and monitors costs and performance of retained outside legal counsel.	—	—	—	—	—	4.86

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: \_\_\_\_\_

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**III. Future Goals and Objectives**

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

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Combined Score of All Commission Members

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SHAWN D. SMITH, CITY ATTORNEY

ATTEST:

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CHERYL SMITH, CITY CLERK

Dated November 1, 2022