

PART II: TECHNICAL COMPETENCIES

PLEASE NOTE:

- Discipline above a Written Reprimand during this review period results in a rating of “1” for the competency(ies)
- A rating of “3” or above indicates the team member consistently demonstrates as described. If the team member does not perform as part of their duties an NA is acceptable..

A. PROFICIENCY IN CASE MANAGEMENT:	RATING:	
<ul style="list-style-type: none"> • Makes sure DOCKET Is accurate and timely. • Identifies issues in DOCKET that need attention or RESCHEDULED timely 		
SPECIFIC EXAMPLES:		

B. PROFICIENCY IN DOCUMENTATION/TECHNOLOGY SKILLS:	RATING:	
<ul style="list-style-type: none"> • Can use technology appropriately. • Assures documentation meets requirements and is completed accurately and timely. • Notifies Court Administrator of technology needs and concerns. 		
SPECIFIC EXAMPLES:		

C. EDUCATION/TRAINING AND SELF DEVELOPMENT:	RATING:	
<ul style="list-style-type: none"> • Meets 20 hours of training for the year. • Trains others in department on specific duties and task. • Learns other areas of the court. 		
SPECIFIC EXAMPLES:		

D. PROFICIENCY IN COURT ADMINISTRATION:	RATING:	
<ul style="list-style-type: none"> • Pulls and provides records for Judge at least 48 hours in advance when necessary. • Efficiently directs docket by directing offenders, attorneys, and law enforcement. • Answer incoming calls, completing data entry for Judge and greeting visitors to chambers when necessary. • Filling in for other department areas when needed and requested to. 		
SPECIFIC EXAMPLES:		

E. PROFICIENCY IN CASE MANAGEMENT:	RATING:	
<ul style="list-style-type: none"> • Communicates with Front Desk in order to make sure enough Jurors are scheduled prior to date of arrival. • Communicates with Judge to make sure cases are within Supreme Court time line. • Provides answers to customers regarding case settings. 		
SPECIFIC EXAMPLES:		

<p>SUMMARY STATEMENT (Overall performance summary. Justify summary ratings below) Include development needs and strengths:</p>
<p>Employee Comment (Optional)</p>

PERFORMANCE RATING SCORE:

Employee Signature

Date

Court Administrator Signature

Date
