

**TOWN OF BELLEAIR
PERFORMANCE APPRAISAL SYSTEM**

Town Attorney

Fiscal Year 2010/2011

A. Client Relationship

- 1. Utilizes and adheres to all established town policies and procedures.
- 2. Completes all work activities in an accurate and timely manner.
- 3. Maintains a positive working relationship with citizens, elected officials, and other town employees.
- 4. Demonstrates overall understanding of all town functions and responsibilities.
- 5. Executes the commission's policy decisions in a timely fashion.
- 6. Adapts to and effectively deals with unanticipated conditions and situations.
- 7. Has developed a clear understanding of the issues surrounding the town.

Ratings

0 /9 = 0.000 x .25 = 0.000

COMMENTS:

B. Communication

- 1. Keeps the commission informed in a timely manner about legal issues relating to the commission's policy making role.
- 2. Demonstrates the ability to interact with the town's elected officials.
- 3. Maintains composure in dealing with angry or abusive citizens.
- 4. Sets example by being courteous at all time when dealing with the public.
- 5. Maintains good communication with neighboring cities, the county, and the state
- 6. Apprises the commission of new legislation and juducial developments that may impact the town in a preventative manner rather than a corrective manner.

0 /5 = 0.000 x .25 = 0.000

COMMENTS: .

C. Legal Ability

- 1. Demonstrates expertise and competence in the application of the law.

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2. Demonstrates an understanding of the policy underlying the law and the impact of legal decisions
3. Demonstrates thoughts verbally in an organized, clear, and concise manner
4. Demonstrates the ability to develop legal opinions and other written documents in an organized, clear, and concise manner.
5. Provides sound legal council to town commission, boards, and staff.

COMMENTS:

D. Area's of Practice

1. Please rate the town attorney's legal advise and guidance pretaining to ethics, open meetings, and public information act issues.
2. Please rate the town attorney's performance in the area of community and economic development (includes tree preservation, land use, master planning, and zoning issues)
3. Please rate the town attorney's performance in the area of code enforcement.
4. Please rate the town attorney's performance in the area of litigation.
5. Please rate the town attorney's performance in the area of legislative drafting (resolutions, ordinances, and charter issues).

COMMENTS:

TOTAL RATING #REF! CONVERTS TO #REF! % INCREASE

PREPARED BY: _____
Print Name

COMMENTS:

Note: In this section, the supervisor must add supporting comments for ratings (i.e., individual ratings, or total ratings) where performance greatly exceeds performance standards and when performance is marginal or unsatisfactory. These comments should serve to highlight and document areas of highly effective and ineffective performance.

Comments concerning performance that greatly exceeds performance standards:

Comments concerning performance that is marginal or unsatisfactory:

SIGN-OFF:

Title _____	Title _____
Signature _____	Signature _____
Date _____	Date _____

Town Manager: _____ **Date:** _____

Employee Sign-Off:

This performance appraisal has been thoroughly reviewed with me by my supervisor. My signature acknowledges that the appraisal meeting occurred and that I received a copy of this document. It does not necessarily mean that I agree with the overall appraisal or any of the individual parts.

Employee: _____ **Date:** _____

Employee Comments: _____
