

CLERICAL RATING SHEET

ATTACHMENT A

SECRETARY STENO (GS-07 and Above)

NAME & GRADE

JOB PERFORMANCE - TOTAL - 75 POINTS

		<u>SCORE</u>
(40 Points)	<u>SECRETARIAL & ADMINISTRATIVE DUTIES:</u> Provide administrative direction and leadership to secretarial and clerical personnel, responsible for developing and training subordinates, office management, document flow and control, maintain administrative records, correspondence review, ability to determine office work priorities, telephone and receptionist techniques, human relations effectiveness, decision logic, job attitude, utilization of time, initiative, resourcefulness, overall work accomplishments, security consciousness, neat and orderly office area. Provides guidance and training to junior secretaries to enable them to act as senior secretary in her absence. 35 - 40 - Outstanding 25 - 34 - Above Average 15 - 24 - Average 0 - Below Average	
(10 Points)	<u>SHORTHAND:</u> Qualified by Agency standards in shorthand and has the ability to take shorthand and transcribe notes into an accurate draft or finished product. 10 - 0 - Yes 0 - No	
(15 Points)	<u>TYPING:</u> The ability to quickly, accurately, and neatly type reports, project actions, memoranda, travel advances and vouchers, clearance actions, etc., in the prescribed format. 11 - 15 - Above Average 6 - 10 - Average 0 - 5 - Below Average	
(10 Points)	<u>TECHNICAL ABILITY:</u> The knowledge of and adherence to document control procedures, Agency regulations, DD/S&T and ORD instructions, correspondence formats and completion of proper forms; filing systems, use of reference aids, records disposition, and knowledge of grammar and punctuation. 8 - 10 - Above Average 4 - 7 - Average 0 - 3 - Below Average	

ADMINISTRATIVE - INTERNAL USE ONLY

CLERICAL RATING SHEET

PERSONAL QUALIFICATIONS & CONSIDERATIONS - TOTAL - 20 POINTS

SCORE

(10 Points) PERSONALITY:

The ability to get along with others - subordinates, contemporaries, and supervisors - to have honesty, integrity and tact; to be pleasant, dependable and regular in attendance; to be able to communicate well; to have acceptable attitudes and work habits.

8 - 10 - Above Average

4 - 7 - Average

0 - 3 - Below Average

(10 Points) MANNER:

The demonstrated ability to remain unflappable under normal office pressures and during office crises.

8 - 10 - Above Average

4 - 7 - Average

0 - 3 - Below Average

POTENTIAL:

The rater is required for this category to discuss the potential for promotion and for participation in the Agency Upward Mobility Program for every secretary evaluated. For those secretaries that fall into the Limited Potential (LP) and Substandard (SS) categories, the rater must discuss the reasons why the employee has in his opinion received the low rating. In addition, he must recommend remedial action that could be taken to improve or rectify the employee's difficulties, i.e., training courses, transfer, termination.

ADMINISTRATIVE - INTERNAL USE ONLY

CLERICAL RATING SHEET

TOTAL SCORE _____

TYPED NAME & SIGNATURE OF RATER

_____ Date

CLERICAL RATING SHEET

ATTACHMENT B

CLERK STENO & SECRETARY STENO (GS-04 - GS-06)

NAME & GRADE

JOB PERFORMANCE - TOTAL - 60 POINTS

(20 Points) SECRETARIAL DUTIES: SCORE

Knowledge of correspondence formats and preparation of the same, document control and flow, filing systems, ability to determine work priorities, telephone and receptionist techniques, job attitude, utilization of time, initiative, resourcefulness, overall work accomplishments, security consciousness. Willingness and ability to understudy and act for higher level secretary. Maintain a neat and orderly office area.

- 16 - 20 - Outstanding
- 11 - 15 - Above Average
- 6 - 10 - Average
- 1 - 5 - Below Average
- 0 - Unacceptable

(10 Points) SHORTHAND: _____

Qualified by Agency standards in shorthand and has the ability to take shorthand and transcribe notes into an accurate draft or finished product.

- 10 - Yes
- 0 - No

(20 Points) TYPING: _____

The ability to quickly, accurately, and neatly type reports, project actions, memoranda, travel advances and vouchers, clearance actions, etc., in the prescribed format.

- 16 - 20 - Outstanding
- 11 - 15 - Above Average
- 6 - 10 - Average
- 1 - 5 - Below Average
- 0 - Unacceptable

(10 Points) TECHNICAL ABILITY: _____

The knowledge of and adherence to document control procedures, Agency regulations, DD/S&T and ORD instructions, correspondence formats and completion of proper forms; filing systems, use of reference aids, records disposition, and knowledge of grammar and punctuation.

- 8 - 10 - Outstanding
- 6 - 7 - Above Average
- 4 - 5 - Average
- 1 - 3 - Below Average
- 0 - Unacceptable

CLERICAL RATING SHEET

PERSONAL QUALIFICATIONS & CONSIDERATIONS - TOTAL - 20 POINTS

SCORE

(10 Points)

PERSONALITY:

The ability to get along with others - subordinates, con-
temporaries, and supervisors - to have honesty, integrity
and tact; to be pleasant, dependable and regular in attend-
ance; to be able to communicate well; to have acceptable
attitudes and work habits.

8 - 10 - Above Average

4 - 7 - Average

0 - 3 - Below Average

(10 Points)

MANNER:

The demonstrated ability to remain unflappable under
normal office pressures and during office crises.

8 - 10 - Above Average

4 - 7 - Average

0 - 3 - Below Average

POTENTIAL:

The rater is required for this category to discuss the
potential for promotion and for participation in the
Agency Upward Mobility Program for every secretary
evaluated. For those secretaries that fall into the
Limited Potential (LP) and Substandard (SS) categories,
the rater must discuss the reasons why the employee
has in his opinion received the low rating. In addition,
he must recommend remedial action that could be taken
to improve or rectify the employee's difficulties, i.e.,
training courses, transfer, termination.

CLERICAL RATING SHEET

TOTAL SCORE _____

TYPED NAME & SIGNATURE OF RATER

Date

ADMINISTRATIVE - INTERNAL USE ONLY

CLERK TYPIST (GS-04, GS-05 and GS-06)

ATTACHMENT C

JOB PERFORMANCE - TOTAL - 50 POINTS

NAME AND GRADE

SCORE

(20 Points)

OVERALL CLERICAL DUTIES:

Knowledge of correspondence formats and preparation of the same, preparation of forms, document flow and control, telephone and receptionist techniques, ability to determine work priorities, job attitude, utilization of time, initiative, resourcefulness, overall work accomplishments, security consciousness, willingness and ability to understudy and act for higher level secretaries, neat and orderly office area.

- 16 - 20 - Outstanding
- 11 - 15 - Above Average
- 6 - 10 - Average
- 1 - 5 - Below Average
- 0 - Unacceptable

(20 Points)

TYPING:

The ability to quickly, accurately and neatly type reports, project actions, memoranda, travel advances and vouchers, clearance actions, etc. in the prescribed format.

- 16 - 20 - Outstanding
- 11 - 15 - Above Average
- 6 - 10 - Average
- 1 - 5 - Below Average
- 0 - Unacceptable

(10 Points)

TECHNICAL ABILITY:

The knowledge of and adherence to document control procedures, Agency regulations, DD/S&T and ORD instructions, correspondence formats and completion of proper forms; filing systems, use of reference aids, records disposition, and knowledge of grammar and punctuation.

- 8 - 10 - Outstanding
- 6 - 7 - Above Average
- 3 - 5 - Average
- 1 - 2 - Below Average
- 0 - Unacceptable

CLERICAL RATING SHEET

PERSONAL QUALIFICATIONS & CONSIDERATIONS - TOTAL - 20 POINTS

SCORE

(10 Points)

PERSONALITY:

The ability to get along with others - subordinates, contemporaries, and supervisors - to have honesty, integrity and tact; to be pleasant, dependable and regular in attendance; to be able to communicate well; to have acceptable attitudes and work habits.

8 - 10 - Above Average

4 - 7 - Average

0 - 3 - Below Average

(10 Points)

MANNER:

The demonstrated ability to remain unflappable under normal office pressures and during office crises.

8 - 10 - Above Average

4 - 7 - Average

0 - 3 - Below Average

POTENTIAL:

The rater is required for this category to discuss the potential for promotion and for participation in the Agency Upward Mobility Program for every secretary evaluated. For those secretaries that fall into the Limited Potential (LP) and Substandard (SS) categories, the rater must discuss the reasons why the employee has in his opinion received the low rating. In addition, he must recommend remedial action that could be taken to improve or rectify the employee's difficulties, i.e., training courses, transfer, termination.

CLERICAL RATING SHEET

TOTAL SCORE _____

TYPED NAME & SIGNATURE OF RATER

_____ Date

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