

CLERICAL RATING SHEET

ATTACHMENT B

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

NAME & GRADE

JOB PERFORMANCE - TOTAL - 60 POINTS

		<u>SCORE</u>
(20 Points)	<u>SECRETARIAL DUTIES:</u> 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)	<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 - Yes	
	0 - No	
(20 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.	
	16 - 20 - Outstanding	
	11 - 15 - Above Average	
	6 - 10 - Average	
	1 - 5 - Below Average	
	0 - Unacceptable	
(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 - Outstanding	
	6 - 7 - Above Average	
	4 - 5 - Average	
	1 - 3 - Below Average	
	0 - Unacceptable	

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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 Sub-standard (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.

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TOTAL SCORE _____

TYPED NAME & SIGNATURE OF RATER

DATE