

# Village of Palmyra

## Public Safety Administrative Secretary – Employee Evaluation Form

Employee Name: \_\_\_\_\_

Evaluation Period: \_\_\_\_\_

Evaluator Name/Title: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

### Instructions:

For each category, rate performance using the following scale:

5 – Excellent

4 – Above Expectations

3 - Meets Expectations

2 – Needs Improvement

1 – Unsatisfactory

N/A – Not applicable or Observed

Provide comments for any ratings of 3 or below and use the comment boxes for examples, strengths, and areas for improvement.

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### Section 1: Administrative & Clerical Duties (Rate 1–5)

| Criteria                                                                       | Rating (1–5) |
|--------------------------------------------------------------------------------|--------------|
| 1.Pre pares, organizes, and maintains public safety records, reports, and logs |              |
| 2.Provides administrative support for police, fire, EMS or combined operations |              |
| 3.Processes correspondence, forms, and department documents accurately         |              |
| 4. Manages general office organization                                         |              |

COMMENTS AND REASONINGS BEHIND RATINGS

**Criteria**

**Rating (1–5)**

## **Section 2: Customer Service & Public Interaction**

**Rating (1–5)**

**Criteria**

- 1.Provides friendly, respectful, and helpful service to residents while using discretion**
- 2.Communicates clearly in person, by phone, and in writing**
- 3.Handles sensitive or emotional situations calmly and respectfully**
- 4.Demonstrates a positive, service-oriented attitude toward the community**

**COMMENTS AND REASONINGS BEHIND RATINGS**

## **Section 3: Support for Officers/Fire/EMS Staff**

**Criteria**

**Rating (1–5)**

- 1.Assists public safety personnel with administrative tasks and documentation**
- 2.Provides timely support for incident reports, forms, and data entry**
- 3.Communicates effectively with department staff and leadership**
- 4.Maintains accuracy in all administrative tasks**

**COMMENTS AND REASONINGS BEHIND RATINGS**

**Criteria**

**Rating (1–5)**

## **Section 4: Compliance & Confidentiality**

**Criteria**

**(1–5)**

**Rating**

**1.Maintains confidentiality of law enforcement and emergency records**

**2.Follows state/local/federal laws including open records requests and record retention**

**3.Handles restricted documents and data responsibly**

**4.Ensures accuracy and compliance when handling official documents**

### **COMMENTS AND REASONINGS BEHIND RATINGS**

## **Section 5: Attention to Detail**

**Criteria**

**Rating (1–5)**

**1.Produces accurate work with minimal corrections needed**

**2.Reviews documents carefully before submitting or filing**

**3.Follows detailed instructions correctly**

| Criteria                                                         | Rating (1–5) |
|------------------------------------------------------------------|--------------|
| 4.Ensures data accuracy in reports, records, and financial tasks |              |
| <u>COMMENTS AND REASONINGS BEHIND RATINGS</u>                    |              |

## Section 6: Records Management

| Criteria                                                          | Rating (1–5) |
|-------------------------------------------------------------------|--------------|
| 1.Organizes digital and physical records for quick retrieval      |              |
| 2.Assists with open records requests following proper protocols   |              |
| 3.Ensure record retention follows legal and department guidelines |              |
| 4.Complete assignments within required deadlines                  |              |
| <u>COMMENTS AND REASONINGS BEHIND RATINGS</u>                     |              |

## Section 7: Past Goals Review

List goals set during the last evaluation and progress made:

- Goal 1:

- Goal 2:
- Goal 3:

**Progress Comments:**

## **Section 8: New Goals for Upcoming Evaluation Period**

- Goal 1:
- Goal 2:
- Goal 3:

**Additional Goal Information:**

## **Overall Evaluation Summary**

**Evaluator Comments:**

*(Summarize strengths, improvement areas, leadership effectiveness, and community impact.)*

**Final Rating**

- ☐ Exceeds Expectations
- ☐ Meets Expectations
- ☐ Needs Improvement
- ☐ Unsatisfactory

**Signatures**

**Evaluator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Administrative Secretary Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(Signature confirms the evaluation was reviewed and discussed, not necessarily agreed upon.)*

*Any Additional Comments may be added here. Please highlight which section or goals you are commenting on if you need more comment space:*