

Community Clerk Performance Appraisal Template

EMPLOYEE NAME: _____ DATE OF REVIEW: _____

COMMUNITY: _____

STANDARDS	TASKS	ASSESSMENT	PLAN OF ACTION
<p><u>FINANCIAL</u> Maintain all financial records of council in the office.</p>	<ul style="list-style-type: none"> - Responsible for the safekeeping of all financial records so audits can be done. 		
<p>Reconcile bank, prepare and present all financial statements, including project reports, at month end.</p>	<ul style="list-style-type: none"> - prepare bank reconciliations by 20th of following month. - submit the monthly financial statement to council by the 20th of the following month. - submit accounts receivable listing to council at each regular meeting. - ensure Fire Chief, Constable and Public Works reports are received at each regular meeting. 		
<p>Process all council expenditures.</p>	<ul style="list-style-type: none"> - issuing accounts payable cheques within 2 days after approval from council meeting. - issuing all recurring expenses within deadline to avoid off penalty charges. 		
<p>Receive and deposit all monies of council.</p>	<ul style="list-style-type: none"> - record receipt of funds daily. - make weekly deposits where cash is greater than \$200.00. 		
<p>Handle all funds and administration of council project.</p>	<ul style="list-style-type: none"> - receive, record and distribute all project funds and reports. 		
<p><u>ADMINISTRATION</u> Assist in budget preparation, interpreting statutes and other correspondence.</p>	<ul style="list-style-type: none"> - supply council with background information concerning budgets and capital projects prior to department due dates. - supply council information regarding various statues, <i>Northern Affairs Act</i>, departmental policies. 		
<p>Prepare or assist in preparing and distributing meeting agendas, resolutions and by-laws.</p>	<ul style="list-style-type: none"> - have agenda prepared <u>prior</u> to each meeting. - has ability to write all decisions of council in resolution form. - has comprehensive knowledge of by-law procedure with respect to deadlines. 		
<p>Follow-up on all council items of business (keep everyone fully informed on meetings and events).</p>	<ul style="list-style-type: none"> - within 5 days of meeting 		
<p><u>CLERICAL</u> Receive, record and ensure proper handling of correspondence.</p>	<ul style="list-style-type: none"> - pre-screen incoming correspondence to ensure council deals with all important items. 		
<p>Relay or respond to correspondence upon council's direction.</p>	<ul style="list-style-type: none"> - within 5 days of direction given. 		
STANDARDS	TASKS	ASSESSMENT	PLAN OF ACTION

Act as telephone receptionist in the council office.	- receive all calls and relay all messages within the day, whenever possible.		
Take minutes at every regular and special meeting.	- prepare all meeting minutes and distribute them to members of council and post in public place within 5 days of meeting. - ensure council adopts all meeting minutes by resolution at next meeting of council.		
Represent council at meetings upon their request or direction.	- assume responsibility whenever directed to attend.		
Maintain regular working hours at council office. These hours are: _____ a.m. to _____ p.m. , _____ days per week.	- punctual attendance at office and meetings.		
Disclose approved information to public.	- within 1 day of request.		
Immediately report all absenteeism to the council clerk supervisor.	- prior to _____ a.m.		
Participate in training programs to enable the community clerk to carry out the clerk's functions.	- attend all training courses, as required. - supervise and train administrative support staff as requested.		

EMPLOYER'S COMMENTS:	EMPLOYEE'S COMMENTS:

EMPLOYER'S SIGNATURE

EMPLOYEE'S SIGNATURE

DATE: _____