



P. O. Box 128, Demorest, Georgia 30535
250 Alabama Street
706-778-4202
office@cityofdemorest.org

Performance Evaluation Review
Evaluator Instructions

1. This form is designated to facilitate the performance evaluation of an employee. In preparing for performance evaluation, you should review the employee's Job Description/Performance Standards, review the employee's previous performance evaluation form, review the employee's actual performance on the job, and then appraise the employee's performance by completing this form.
2. Review employee's performance for the entire period, try to refrain from basing judgements on recent or isolated event only. Disregard your general impression of the employee and concentrate on rating one factor at a time.
3. Consider the employee on the basis of the standards expected to be met for the job the employee is assigned based on the length of time on the job. Rate the employee on how well the requirements of the job are fulfilled.
4. Place a check in the box that summarizes the employee's performance since the last appraisal (or date of hire if this is the employee's first review).
5. Keep in mind that the relative importance of the factors will vary according to the position.
6. After rating the employee on each factor, enter appropriate comments to support your rating.
7. In addition to completing this form, it is essential that you meet with the employee in order to openly discuss the employee's performance in the area being appraised.
8. When applicable, you should also work with the employee to outline a Development Plan - a specific plan for improvement in the employee's job performance, and /or plans for the employee's career development or personal growth.

For each area rate the employee by checking the appropriate box which, based upon your observation and all pertinent information, best fits the performance of the employee in this present position:

- 1 = Unsatisfactory (consistently below standards)
- 2 = Marginal (occasionally below standards)
- 3 = Meets Requirements (meets all standards)
- 4 = Exceeds Requirements (Occasionally exceeds standards)
- 5 = Exceptional (Consistently exceeds standards)
- N/A = Not Applicable

Employee Name Miranda Kemp Job Title Court Clerk

Date of Hire 9/1/2020 Department Police Dept Supervisor Casey Chastain

Job Title Chief of Police Number of months/years in present 2 Years_

Review Period: 1/1/25to 12/31/25 Date of Last Review 2024 Date of This Review 12/29/

JOB KNOWLEDGE: The information concerning work duties which an individual should know for satisfactory job performance.

(How well employee gets to the root of the problem. Does employee know and understand his or her normal job requirements; understand related job functions; know the pertinent policies and procedures? Does employee demonstrate a clear sense of ethics in performance of duties? Employee's efforts to keep skills current)

N/A 1 2 3 4 5

Comments Miranda knows her job well as the court clerk. She also knows everything in the office as far as GCIC, payments for GCIC etc. I rely on Miranda a great deal, she has been around the enter workings of law enforcement for a very long time and can handle any of the civilian office work that we have.

QUALITY OF WORK: The ability to perform work duties correctly and accurately, within established time frames.

(Consider accuracy, neatness, thoroughness, attention to detail and other factors relating to quality. Is employee careful to avoid errors? Does employee repeat mistakes or learn from them? Is employee's work accurate and understandable? Does employee demonstrate a commitment to public service delivery? Does employee complete task in a safe, efficient manner?)

N/A 1 2 3 4 5

Comments Mirandas work is very accurate and detailed. She often has to do some of her job at home and at times on vacation.

ADAPTABILITY: The ability to do new or different jobs as required.

(Consider employee's willingness and ability to perform other work in his or her department and the application of current job knowledge to new or unfamiliar work; employee's capacity to adapt to new methods or conditions. Is employee willing to accept and try new ideas and suggestions?)

N/A 1 2 3 4 5

Comments Miranda attends conferences and training to make sure we continue to state in compliance with the state and federal guidelines.

WORKING RELATIONS: The ability to feel positively about and work cooperatively with others.

(Consider employee's expressed attitude towards his or her work; tact and cooperation shown in dealing with internal/external clients, employer, supervisor, and other employees; the confidence others have in employee; the spirit in which assignments are accepted; willingness to work with employees and departments towards a common objective; efforts to achieve City and department objective. Is employee cooperative, helpful to others, and tolerant of their expressed opinions and suggestions? Does employee project positive City image through actions and demeanor on and off the job? Does the employee respect confidentiality?)

N/A 1 2 3 4 5

Comments Miranda gets along with everyone. She is very respectful to both employees and the public. I lean on Miranda a great deal for things I am not quiet up to speed with myself. She goes above and beyond her work assignments.

INITIATIVE AND INNOVATION: The expressed desire to learn new things or attain established goals. *(Consider the degree to which employee is a self-starter, goes ahead on jobs without having to be told – within the limits of his or her job – and carries them through to completion. Consider amount of supervision required and employee’s interest in taking on additional assignments and responsibilities. Is employee creative in handling difficult assignments? Does he or she offer suggestions?)*

N/A 1 2 3 4 5

Comments Again Miranda takes classes to keep up to date with all rules and regulations that are required by state and federal laws.

DEPENDABILITY/RELIABILITY: The ability to do required jobs properly and accurately with appropriate supervision.

(Consider how well employee can be depended upon to accept responsibility and complete work assignments on schedule. Consider your degree of confidence that employee’s responsibilities are carried out satisfactorily. Does employee not waste time; know when to seek guidance; keep supervisor advised of important developments?)

N/A 1 2 3 4 5

Comments Miranda is very reliable and dependable. She always helps where is needed, and she will always help fix any problems we have, and that’s if she’s at the office, at home or on vacation.

ATTENDANCE/PUNCTUALITY: The ability to be present on the job and on time.

(Consider reliability and concern for adherence to work schedule; concern for punctuality; concern for being “on time.”)

N/A 1 2 3 4 5

Comments Miranda is present at the office; however, she does a lot of her work at home, and at times on weekends and holidays, or even on vacation. The court clerk that Miranda replaced only came to the office on court days.

LEADERSHIP: The ability to provide an example for employees to follow.

(Consider the ability to lead and train others and to get results through teamwork; the ability to inspire confidence; the ability to inspire employees to adhere to company policies and procedures.

N/A 1 2 3 4 5

Comments Miranda does do a lot of extra work for us but she is not in a leadership role.

PLANNING AND ORGANIZATION: Effectiveness in planning, organizing, and performing work duties.

(Consider ability to plan objectives or goals, organize work, direct the flow of the work, delegate responsibilities when appropriate, and follow through to achieve results. Does employee adhere to City policies and procedures and complete tasks within established time limits; maintain flexibility to schedule unforeseen events?)

N/A 1 2 3 4 5

Comments Miranda is the queen of planning and organization. Anytime we plan a event she is always asked to give input.

JUDGEMENT: The ability to make decisions and take the action necessary to effectively implement those decisions.

(Consider employee's display of well-balanced thinking; employee's thinking through a problem; employee's capacity to reach decisions quickly and accurately when necessary. Does employee exercise sound reasoning?)

N/A 1 2 3 4 5

Comments I trusts Mirandas judgement on anything having to do with the officer work, and in a lot of other areas. Miranda has been around this type of work for many years and has been apart of a lot of projects.

COMMUNICATION SKILLS: The demonstrated ability to communicate effectively with others, both written and oral.

(Does the employee recognize and fulfill the need to inform others as necessary, make a conscious effort to give explicit instructions, make sure of being understood, encourage feedback, and listen carefully to others? Consider employee's ability to represent and communicate the City's best interests. Consider the employees tactfulness and diplomacy).

N/A 1 2 3 4 5

Comments Miranda communicates well with me, the officers, and the asst. court clerk. She makes sure everything is current and ready for court. She is also a huge help for the city Judge, and communicates very well with him making sure he has everything he needs.

EMPLOYEE DEVELOPMENT: The demonstrated ability to counsel, coach, guide, and train employees for improved performance and for accepting increased responsibility.

(Does he or she let employees know what is expected of them, how their performance will be monitored and measured, and then follow through on the measurement or appraisal of their performance on an ongoing basis? How well does he or she manage performance? Does employee encourage and inspire employees to do their best?)

N/A 1 2 3 4 5

Comments Miranda keeps up her training every year and makes sure she follows any new guidelines for the court system.

Based on the ratings for each individual area appraised, determine a rating which most accurately indicates the employee's overall performance in his or her present position. *(Comment on any significant accomplishments or achievements that have been considered in the overall appraisal of performance).*

N/A 1 2 3 4 5

Comments Miranda is a true asset to our police department, our court system, and our Judge.

EMPLOYEE'S COMMENTS: Employee is encouraged to describe any reaction to ratings, feelings about current position, future plans, and steps being taken to reach goals.

Employee Comments _____

SUPERVISOR'S COMMENTS: Additional comments and/or recommendations regarding the employee's performance

Supervisor's Comments _____

SUPERVISOR: I have discussed all items reviewed on this form with the named employee.



Supervisor Signature 1/16/2026
Date

I have seen and review the evaluation. All items covered have been discussed fully with me. I have been encouraged to make comments. I realize that my signature does not imply that I am in agreement with the appraisal. I also understand and agree that any statements made in connection with my appraisal by any member of management, whether verbal or on this form, should not be construed as a guarantee of a promotion, or any other employment opportunity, or for employment for any specific duration.



Employee's Signature 1/16/2026
Date



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8. When applicable, you should also work with the employee to outline a Development Plan - a specific plan for improvement in the employee's job performance, and /or plans for the employee's career development or personal growth.

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- 5 = Exceptional (Consistently exceeds standards)
- N/A = Not Applicable

Employee Name Miranda Kemp_ Job Title _Court Clerk ____

Date of Hire _____ Department _Police_ Supervisor Casey Chastain _

Job Title _Police Chief ____ Number of months/years in present _1__

Review Period: _____ to _____ Date of Last Review _____ Date of This Review _____

JOB KNOWLEDGE: The information concerning work duties which an individual should know for satisfactory job performance.

(How well employee gets to the root of the problem. Does employee know and understand his or her normal job requirements; understand related job functions; know the pertinent policies and procedures? Does employee demonstrate a clear sense of ethics in performance of duties? Employee's efforts to keep skills current)

N/A 1 2 3 4 5

Comments Miranda understands her job and functions, and stays current with new laws and rules governing court and the procedures. _

QUALITY OF WORK: The ability to perform work duties correctly and accurately, within established time frames.

(Consider accuracy, neatness, thoroughness, attention to detail and other factors relating to quality. Is employee careful to avoid errors? Does employee repeat mistakes or learn from them? Is employee's work accurate and understandable? Does employee demonstrate a commitment to public service delivery? Does employee complete task in a safe, efficient manner?)

N/A 1 2 3 4 5

Comments_ Miranda keeps up with all tickets for court, court dockets, and now keeps up with code enforcement court cases. If mistakes are made they are rare and fixed before I see them.

ADAPTABILITY: The ability to do new or different jobs as required.

(Consider employee's willingness and ability to perform other work in his or her department and the application of current job knowledge to new or unfamiliar work; employee's capacity to adapt to new methods or conditions. Is employee willing to accept and try new ideas and suggestions?)

N/A 1 2 3 4 5

Comments Miranda recently got added code enforcement court documents. She is tasked with adding those court cases to the court docket. Miranda also helps with the officers reports and handles all our open records.

WORKING RELATIONS: The ability to feel positively about and work cooperatively with others.

(Consider employee's expressed attitude towards his or her work; tact and cooperation shown in dealing with internal/external clients, employer, supervisor, and other employees; the confidence others have in employee; the spirit in which assignments are accepted; willingness to work with employees and departments towards a common objective; efforts to achieve City and department objective. Is employee cooperative, helpful to others, and tolerant of their expressed opinions and suggestions? Does employee project positive City image through actions and demeanor on and off the job? Does the employee respect confidentiality?)

N/A 1 2 3 4 5

Comment Miranda has very good work relations with everyone in the office and the officers. She is a huge help to the officers with their reports

INITIATIVE AND INNOVATION: The expressed desire to learn new things or attain established goals. *(Consider the degree to which employee is a self-starter, goes ahead on jobs without having to be told – within the limits of his or her job – and carries them through to completion. Consider amount of supervision required and employee’s interest in taking on additional assignments and responsibilities. Is employee creative in handling difficult assignments? Does he or she offer suggestions?)*

N/A 1 2 3 4 5

Comments Miranda has this past year took classes on the court procedures, and has implemented change in the process of court to insure we are doing everything correct per state guidelines.

DEPENDABILITY/RELIABILITY: The ability to do required jobs properly and accurately with appropriate supervision.

(Consider how well employee can be depended upon to accept responsibility and complete work assignments on schedule. Consider your degree of confidence that employee’s responsibilities are carried out satisfactorily. Does employee not waste time; know when to seek guidance; keep supervisor advised of important developments?)

N/A 1 2 3 4 5

Comments Miranda works with very little supervision, she also keeps me informed in everything with court, and open records etc.

ATTENDANCE/PUNCTUALITY: The ability to be present on the job and on time.

(Consider reliability and concern for adherence to work schedule; concern for punctuality; concern for being “on time.”)

N/A 1 2 3 4 5

Comments Miranda is very reliable, and has unusual schedule, due to personal constraints. If I had to say anything she could improve on it is letting me know more the time and dates she’s working.

LEADERSHIP: The ability to provide an example for employees to follow.

(Consider the ability to lead and train others and to get results through teamwork; the ability to inspire confidence; the ability to inspire employees to adhere to company policies and procedures.

N/A 1 2 3 4 5

Comments Miranda is a good example for all employees. She comes to work helps out in whatever way she can, doesn’t complain about the job, and doesn’t cause any issues with other employees.

PLANNING AND ORGANIZATION: Effectiveness in planning, organizing, and performing work duties.

(Consider ability to plan objectives or goals, organize work, direct the flow of the work, delegate responsibilities when appropriate, and follow through to achieve results. Does employee adhere to City policies and procedures and complete tasks within established time limits; maintain flexibility to schedule unforeseen events?)

N/A 1 2 3 4 5

Comments Miranda does so many different things then just what is required of a court clerk. She helps plan all community evens and always gets everything organized for every event.

JUDGEMENT: The ability to make decisions and take the action necessary to effectively implement those decisions.

(Consider employee's display of well-balanced thinking; employee's thinking through a problem; employee's capacity to reach decisions quickly and accurately when necessary. Does employee exercise sound reasoning?)

N/A 1 2 3 4 5

Comments Miranda again makes decisions about court, and community events and implements them effectively.

COMMUNICATION SKILLS: The demonstrated ability to communicate effectively with others, both written and oral.

(Does the employee recognize and fulfill the need to inform others as necessary, make a conscious effort to give explicit instructions, make sure of being understood, encourage feedback, and listen carefully to others? Consider employee's ability to represent and communicate the City's best interests. Consider the employees tactfulness and diplomacy).

N/A 1 2 3 4 5

Comments Miranda communicates with me on all decisions, and actions that are taken, as well as letting the office personal and officers know what needs to be communicated and if any changes need to be made.

EMPLOYEE DEVELOPMENT: The demonstrated ability to counsel, coach, guide, and train employees for improved performance and for accepting increased responsibility.

(Does he or she let employees know what is expected of them, how their performance will be monitored and measured, and then follow through on the measurement or appraisal of their performance on an ongoing basis? How well does he or she manage performance? Does employee encourage and inspire employees to do their best?)

N/A 1 2 3 4 5

Comments Miranda has been handling court, and GCIC along time. She also is very up to date on law enforcement protocol, and helps both the office personal and officers understand paper work, and standards of GCIC.

Based on the ratings for each individual area appraised, determine a rating which most accurately indicates the employee's overall performance in his or her present position. *(Comment on any significant accomplishments or achievements that have been considered in the overall appraisal of performance).*

N/A 1 2 3 4 5


Comments Miranda again stays up to date on standards, laws, and rules of being the court clerk. She is a very important piece of the Demorest Police department as many things we do as officers

EMPLOYEE'S COMMENTS: Employee is encouraged to describe any reaction to ratings, feelings about current position, future plans, and steps being taken to reach goals.

Employee Comments _____

SUPERVISOR'S COMMENTS: Additional comments and/or recommendations regarding the employee's performance
Supervisor's Comments Miranda does a great job for the department and the city, and is a great asset to us.

SUPERVISOR: I have discussed all items reviewed on this form with the named employee.



Supervisor Signature 12/26/24
Date

I have seen and review the evaluation. All items covered have been discussed fully with me. I have been encouraged to make comments. I realize that my signature does not imply that I am in agreement with the appraisal. I also understand and agree that any statements made in connection with my appraisal by any member of management, whether verbal or on this form, should not be construed as a guarantee of a promotion, or any other employment opportunity, or for employment for any specific duration.



Employee's Signature 12/30/2024
Date