

**CLERK, FIXED ASSETS
Summative Appraisal Form**

Name _____

Location _____

Appraisal Period: From _____ to _____

Date of Review _____

Directions

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations

Rating Scale

- 5 Clearly Outstanding:** Performance is consistently far superior to what is normally expected.
- 4 Exceeds Expectations:** Performance demonstrates increased proficiency and is consistently above expectations.
- 3 Meets Expectations:** Performance meets expectations and presents no significant problems.
- 2 Below Expectations:** Performance is consistently below expectations and significant problems exist.
- 1 Unsatisfactory:** Performance is consistently unacceptable.
- 0 Not Applicable**

JOB PERFORMANCE STATEMENTS

- ___1. Under the auspices of the Director of Purchasing, maintains the fixed assets and minor furniture equipment, inventory including additions, deletions, retirements, sold items, items sent for repairs and unaccounted for items.
- ___2. Coordinates the annual physical inventory conducted at each location throughout the district.
- ___3. Assists district personnel in their accounting of their fixed assets by means of annual inventories.
- ___4. Monitors all fixed and capital assets purchased using Federal funds; this includes bar coding all furniture, audio-visual equipment, etc.
- ___5. Maintains physical and computerized files for the department.
- ___6. Assigns bar codes to fixed assets at the District Warehouse, campus and/or other district sites, as applicable.
- ___7. Conducts periodic audits to verify accuracy of inventories.
- ___8. Participates with other Fixed Asset Clerks to initiate all needed reforms to current procedure.
- ___9. Working with the Director of Purchasing, detects and resolves problems pertaining to accountability of fixed assets and minor furniture within all district locations.

___10. Produces all year-to-date reports and supporting documentation for furniture and equipment for fiscal year annual audit.

COMMENTS: _____

Technology Equipment

___11. Informs Technology Department of technology equipment that has been received, bar coded and is ready for distribution.

___12. Coordinates with Technology Department for distribution of technology equipment as needed by campuses/departments.

COMMENTS: _____

Surplus Sales

___13. Assists with surplus sales, i.e., providing required documentation, preparing assets for viewing, etc.

COMMENTS: _____

Other

___14. Prepares correspondence and reports using personal computer.

___15. Confers with other Fixed Asset Clerks to update fixed assets manual as needed.

___16. Keeps informed of and complies with district policies and regulations concerning primary job functions.

___17. Maintains confidentiality of information.

___18. Performs all duties assigned by Director of Purchasing.

COMMENTS: _____

What strengths does _____ possess?

