

EXAMPLE

**_____ SOIL AND WATER CONSERVATION DISTRICT
PERFORMANCE STANDARDS REVIEW**

Employee Name

Review Period (From - To)

District Bookkeeper
Position Title

Evaluating Supervisor

BRIEF POSITION DESCRIPTION: The primary purpose of this part time position is to provide clerical, bookkeeping, and secretarial duties for the _____ Soil and Water Conservation District. This position is governed by the policies established by the District and by the fiscal operations guidelines of the Texas State Soil and Water Conservation Board.

	Performance Standards	Comments	Meets Job Requirements
	A. Attends monthly, special meetings, and other functions of the District Board as directed. Records accurate notes of business discussed and transacted during Board Meetings and prepares formal minutes of proceedings to be received by each Director prior to the following month's meeting.		Y <input type="checkbox"/> N <input type="checkbox"/>
	B. Maintains accurate records and files of all District financial activities and other business as appropriate. Prepares and files with TSSWCB an annual financial statement for the Fiscal Year, Sept. 1 thru Aug. 31 (unless Biennium audit is required by the District).		Y <input type="checkbox"/> N <input type="checkbox"/>
	C. Prepares checks on both State Fund and Trust Fund accounts and reconciles bank statements and account balances. Maintains records of other accounts, such as certificates of deposit.		Y <input type="checkbox"/> N <input type="checkbox"/>
	D. Prepares all reports and forms required by TSSWCB or Natural Resources Conservation Service (NRCS), as requested by the District.		Y <input type="checkbox"/> N <input type="checkbox"/>
	E. Reports to District Board the status of all accounts and of any other business requiring attention.		Y <input type="checkbox"/> N <input type="checkbox"/>
	F. Performs other duties as assigned.		Y <input type="checkbox"/> N <input type="checkbox"/>

I acknowledge receipt of a copy of this document as of _____ (date).

Employee Signature

Evaluator Signature