

Position Description	[Insert Logo Here]
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Position Title:	Level: Job Family: Pay Grade: Geographic Index:
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Reports To (Title):	Department:	Date:
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Basic Purpose:

This section describes the position's basic purpose or mission.

Essential Job Functions:

This section describes up to six major elements of the job, listed in order of importance. The description includes what is done, why it is done and an estimate of the total working time the incumbent spends on each task.

Essential Job Function	% of Time
1	
2	
3	
4	
5	
6	

Major Accountabilities:

This section describes the major accountabilities for the position. An accountability statement has a "bottom-line" orientation that often will encompass several essential job functions as listed above.

1
2
3

Job Standards:

This section describes the minimum knowledge, skills and abilities needed to perform the essential job functions.

Education What is the minimum level of formal education required?	
Other Specialized Knowledge What other training and/or certification are necessary?	
Experience What kind and how much previous experience are needed?	
Learning Period How long would it take a new employee to learn the job?	
Supervision Does the position directly supervise others? Please give the number of staff supervised and their job levels.	

Technical and Physical Requirements:

This section describes the job's requirements for operating office equipment, working in conditions that may cause discomfort and exerting physical effort.

Types of Office Equipment Operated	% of Time
Working Conditions	% of Time
Physical Requirements	% of Time

Conclusion: This job description is intended to convey information essential to understand the scope of the job and the general nature and level of work performed. However, this is not a complete list of qualities, skills, efforts, duties, responsibilities or environmental conditions associated with this position.

Employee's signature and date below signifies that they have received and reviewed the job description. They understand the position's main areas of responsibility and agree to perform them to the best of their ability.

Employee's Signature

Date