



JOB DESCRIPTION WORKSHEET

Identification and Organizational Relationships:

Job Title: _____

Revision Date: _____

For Compensation Use Only:	
Class Title:	DBM Rate:
EEO Class:	FSLA Status: Non-Exempt / Exempt

Administrative Relationship: Reports to the (job title): _____

Department _____

Objective: (A brief specific statement of the general purpose of the position).

Examples of Work (List clearly and concisely specific examples of essential work tasks and responsibilities. There should generally be no more than 10-12 items. Example of wording: Departmental receptionist, types correspondences.)

	Frequency	Band/Grade (Comp. Only)
1. _____ _____	_____	_____
2. _____ _____	_____	_____
3. _____ _____	_____	_____
4. _____ _____	_____	_____
5. _____ _____	_____	_____

6.	<hr/> <hr/>	<hr/>	
7.	<hr/> <hr/>	<hr/>	
8.	<hr/> <hr/>	<hr/>	
9.	<hr/> <hr/>	<hr/>	
10.	<hr/> <hr/>	<hr/>	
11.	<hr/> <hr/>	<hr/>	

12. Performs related duties as assigned.

Minimum Knowledge, Skills, Abilities, Experience, Training and Education

Preferred Knowledge, Skills, Abilities, Experience, Training and Education

Required Licenses and Certificates
