##### **POSITION DESCRIPTION FORM**

##### **Administrative /Civil Service**

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| **Title of Position:**  |  |
| **Incumbent:**  |  |
| **Department:**  |  | **Ext.** |  |
| **PCN:** |  |  |

**Function:** State the main purpose of the job in one clear, concise sentence.

**Organizational Relationship:** Briefly state to whom you report, to whom your supervisor reports, and which other positions report to your supervisor. You also can attach an organization chart to meet this requirement.

List the duties and responsibilities of the position in order of importance. Describe each duty separately. If possible, begin each sentence with a descriptive verb in the present tense; e.g., coordinate, implement, develop, analyze, etc. Be as specific as possible.

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| **DESCRIPTION OF DUTIES AND RESPONSIBILITIES** |
|  | **90% of Role** |
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| Other duties as assigned | **10% of Role** |

**Physical Requirements / Demands:**

**Knowledge / Abilities Required:**

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**Experience Required:**

**Education Required:**

**Work Environment / Conditions:**

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Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_