Key Elements of a POSITION DESCRIPTION

**General Information**
- Employee Name and ID, Division and Department, Classification and Job Code, etc.

**Position Purpose**
- Brief paragraph stating the Position's Objective, or reason the Position exists, and the Degree of Supervision.

**Special Conditions of Employment**
- Requirements such as Being a Mandated Reporter, Maintaining Certifications or Licenses, Working an Atypical Schedule, or Requiring Travel.

**Essential Functions & Responsibilities**
- Responsibilities of the Position separated into Functional Categories with Time Allocation Assigned.

**Minimum Qualifications**
- What Qualifications are Minimally Required to Perform the Job, listed as Knowledge, Skills, Abilities, Education and Experience.

**Physical Requirements**
- Any Special Physical Requirements such as Lifting or Ability to See Color.

**Work Environment**
- Any Adverse, Hazardous or Unpleasant Work Conditions such as Noise Levels, Use of Chemicals or Scaffolding.

**Recruiting Preferences**
- Any Additional Qualifications Beneficial to the Position above the Minimum Qualifications.

**Additional Recruitment Information**
- Requirements such as Successful LiveScan Clearance, Physical Examination and Applicable Valid Licenses.