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

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

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

Employee Name and ID, Division and Department, Classification and Job Code, etc.

Brief paragraph stating the Position's Objective, or Reason the Position Exists, and the Degree of Supervision

Responsibilities of the Position Separated into Functional Categories With Time Allocation Assigned

What Qualifications are Minimally Required to Perform the Job, Listed as Knowledge, Skills, Abilities, Education and Experience

Any Special Physical Requirements Such as Lifting or Ability to See Color

Any Adverse, Hazardous or Unpleasant Work Conditions Such as Noise Levels, Use of Chemicals or Scaffolding

Any Additional Qualifications Beneficial to the Position Above the Minimum Qualifications

Requirements Such as Successful LiveScan Clearance, Physical Examination and Applicable Valid Licenses

Requirements Such as Being a Mandated Reporter, Maintaining Certifications or Licenses, Working an Atypical Schedule, or Requiring Travel