**Position Responsibilities**

*The purpose of this document is to supplement the job catalog description and to provide more detail regarding the specific tasks and duties of the position as it relates to this department.*

|  |  |
| --- | --- |
| **Employee Name/ID** |  |
| **Date** |  |
| **Leader Name** |  |
| **Classification Title** |  |
| **Department Name** |  |
| **Approved Working Title** |  |

**Underlined sections on this document should be copied from the Job Catalog and cannot be changed.**

|  |  |
| --- | --- |
| **Summary** |  |

|  |  |
| --- | --- |
| **Essential Function 1** |  |
| **Responsibility 1** |  |
| **Responsibility 2** |  |
| **Responsibility 3** |  |
| **Responsibility 4** |  |
| **Responsibility 5** |  |

|  |  |
| --- | --- |
| **Essential Function 2** |  |
| **Responsibility 1** |  |
| **Responsibility 2** |  |
| **Responsibility 3** |  |
| **Responsibility 4** |  |
| **Responsibility 5** |  |

|  |  |
| --- | --- |
| **Essential Function 3** |  |
| **Responsibility 1** |  |
| **Responsibility 2** |  |
| **Responsibility 3** |  |
| **Responsibility 4** |  |
| **Responsibility 5** |  |

|  |  |
| --- | --- |
| **Essential Function 4** |  |
| **Responsibility 1** |  |
| **Responsibility 2** |  |
| **Responsibility 3** |  |
| **Responsibility 4** |  |
| **Responsibility 5** |  |

|  |  |
| --- | --- |
| **Essential Function 5** |  |
| **Responsibility 1** |  |
| **Responsibility 2** |   |
| **Responsibility 3** |  |
| **Responsibility 4** |  |
| **Responsibility 5** |  |

|  |  |
| --- | --- |
| **Essential Function 6** |  |
| **Responsibility 1** |  |
| **Responsibility 2** |  |
| **Responsibility 3** |  |
| **Responsibility 4** |  |
| **Responsibility 5** |  |

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

Leader Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_