Job Description: Template

Date completed ______________ Work Location__________________
Title ____________________ Department ___________________
Exempt Status ___Y ___N Position Status ___FT ___PT ___IC*

Company Conformance Statements
In the performance of their respective tasks and duties all employees are expected to conform to
the following:
    Perform quality work within deadlines with or without direct supervision.
    Interact professionally with other employees, customers and suppliers.
    Work effectively as a team contributor on all assignments.
    Work independently while understanding the necessity for communicating and
coordinating work efforts with other employees and organizations.

Position purpose
[General statements regarding the overall objective of the position]

Responsibilities/Duties/Functions/Tasks
[List of material responsibilities and essentials duties which must be completed in achieving the
objectives of the position]

Qualifications
[Statements regarding minimum educational and experience qualifications, required
proficiencies with specialized knowledge, computer proficiencies, military service, required
certifications, etc.]

Special Position Requirements
[Optional section: any travel, security, risk, hazard or related special conditions which apply to
the position]

Preferences
[Optional section: preferred attributes for the position which are not absolutely required in the
minimum qualifications (i.e., multi-lingual, masters degree)]

Work Requirements
[Optional section: work requirements for mental, physical, or other important issues which
relate to the job]
Employee acknowledgement/date ____________________________
*IC Irregular or casual; nonregularly scheduled staff