

JOB DESCRIPTION

DATE: _____
PREPARED BY: _____
TITLE: _____
DEPARTMENT: _____

JOB DESCRIPTION

Job Title:	Reporting To:
Job Statement:	

MAJOR DUTIES

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

MINOR DUTIES

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

RELATIONSHIPS

Number of People Supervised:
Person Assigning Work Assignments: