

BLANK JOB DESCRIPTION TEMPLATE



JOB OVERVIEW			
JOB TITLE			
JOB NO. / ID		PREPARED BY	
DATE LISTED		CLOSING DATE	
JOB LOCATION		% EFFORT or WEEKLY HOURS	
DIVISION / DEPARTMENT		REPORTS TO	
POSITION DETAILS			
JOB PURPOSE			
DUTIES AND RESPONSIBILITIES			
WORKING CONDITIONS			
SUPERVISION RECEIVED			
SUPERVISION EXERCISED			
DIRECT REPORTS			
QUALIFICATIONS			
MINIMUM EXPERIENCE REQUIREMENTS			
PREFERRED EXPERIENCE REQUIREMENTS			
MINIMUM EDUCATION REQUIREMENTS			
PREFERRED EDUCATION REQUIREMENTS			
REQUIRED SKILLS			
PHYSICAL REQUIREMENTS			
REVIEWED BY: NAME & TITLE		DATE APPROVED	
		DATE REVIEWED	

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