



Job Title: _____
Reports To: _____
Department: _____

For Compensation Use Only	
Job Code:	
Grade:	
FLSA Status:	
Date:	

I. Job Summary ([what is this?](#))

II. Essential Duties and Responsibilities ([what is this?](#))

III. Minimum Requirements ([what is this?](#))

IV. Preferred Qualifications ([what is this?](#))

V. Competencies ([what is this?](#))

VI. Physical Requirements ([what is this?](#))

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. It is not intended to be an exhaustive list of all duties and responsibilities required of individuals in this job. Other duties may be assigned as determined by management. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of this job.