



Official Job Title: \_\_\_\_\_  
(Assigned by RF HRS)

In-house Title: \_\_\_\_\_

**EDUCATION REQUIRED**

(1.) List the minimum education, and if applicable, specialized training required to perform the duties of this position.

(2.) For **clerical or technical positions**, also list the specific skills (e.g. typing, knowledge of equipment) required to perform the duties of this position.

**EXPERIENCE REQUIRED**

List the specific minimum experience—what type and how many years—which in addition to formal education is required to perform the duties of this position.

**JUDGMENT/SUPERVISION REQUIRED**

List the amount and type of supervision received by the Incumbent of this position, and the amount of independent judgment required.

**Job Description: (Attach additional pages if necessary.) If you have an existing job description, you may attach it here in lieu of completing the section below.**

**DUTIES AND RESPONSIBILITIES**

List the principal duties of the position in separate paragraphs and in order of importance, and the estimated percentage of the time devoted to each activity. List special, occasional, or infrequent duties last.

ESTIMATED % OF TIME:

REGULAR DUTIES:

Vertical line for data entry under ESTIMATED % OF TIME:

Large empty area for data entry under REGULAR DUTIES: