**JOB DESCRIPTION**

**<INSERT JOB TITLE> 2**

**JOB TITLE:** <Insert Job Title>

**OBJECTIVE**

<List the overall requirements of the position.>

**PRIMARY RESPONSIBILITIES**

* <List the primary responsibilities of this position.>

**ADDITIONAL RESPONSIBILITIES**

[If applicable.]

**SUPERVISORY DUTIES**

[If applicable.]

**QUALIFICATIONS**

<List the qualifications for this Position.>

**EDUCATION and EXPERIENCE**

* <List the education and/or experience necessary for this position.>

**VERBAL SKILLS**

* <List the verbal skills required for this position.>

**MATH SKILLS**

* <List any math skills required for the position.>

**REASONING ABILITIES**

* <List reasoning abilities required for this position.>

**CERTIFICATION and LICENSE**

[If applicable.]

**PHYSICAL REQUIREMENTS**

<List physical requirements.>

**WORK ENVIRONMENT**

The work environment characteristics described here represent those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Job Title:** <List job title>

**Department:**

**Reports To:**

**FLSA Status:**

**Prepared By:**

**Prepared Date:**

**Approved By:**

**Approved Date:**

**Revised Date:**

**Job Description Acknowledgment**

I have reviewed the job description for my position and understand my responsibilities.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Signature: ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_