|  |  |
| --- | --- |
| **Title**: Click here to enter proposed title. | **Date: 8/18/2020** |
| **HUMAN RESOURCES USE ONLY:** |
| **E Class:** Click here to enter text. | **EEO:**  Choose an item. | **P Class:** Click here to enter text. |
| **Group:** Choose an item. | **Salary Band:** Choose an item. | **FLSA:** Choose an item. |

**Job Purpose**

**Essential Functions**

*(Essential functions are the primary duties/major job responsibilities that an employee must be able to perform, with or without reasonable accommodation. The essential functions are listed in order of importance.)*

|  |  |
| --- | --- |
| **Essential Function** | **% Time** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Perform other related duties as assigned. | 5% |

**WORK CONTEXT**

*This grid characterizes the position scope.*

|  |  |
| --- | --- |
| Job Reports to:  | Choose an item. |
| Leadership Accountability: | Choose an item. |
| Supervisory Accountability: | Choose an item. |
| Organizational Accountability: | Choose an item. |
| Financial Accountability: | Choose an item. |
| Customer Accountability: | Choose an item. |
| Freedom to Act: | Choose an item. |

**MINIMUM QUALIFICATIONS**

**Education** Choose an item.

**Experience** Intermediate (3 to 4 years job-related experience)

**Knowledge, Skills and Abilities**

**Working Conditions**

**Normal office environment.**