



**Wayne State University  
Clerical/Technical Position Questionnaire**

**Incumbent:** \_\_\_\_\_ **Classification Title:** \_\_\_\_\_

**SSN#:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Classification Title:** \_\_\_\_\_

**Length of Service in Classification:** \_\_\_\_\_ **Previous Incumbent:** \_\_\_\_\_ **Current Date:** \_\_\_\_\_

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**Position Purpose:**

*Describe in one to two sentences the primary purpose of your position or why the position exists in the organization.*

**Organization Information:** *(Please attach a current organization chart.)*

*Briefly describe the mission and role of your department or work unit including services provided and any other information that will enhance understanding of how the department functions within the organization.*

*Describe how your position fits into the context of your department or work unit including your immediate supervisor, your position, other positions that report to your supervisor, and if appropriate, positions that you directly supervise.*

<b>Organization Relationships</b>	<b>Position Titles</b>	<b># in Position</b>
Your Immediate Supervisor		
<b>Your Position</b>		
Other Positions Reporting to Your Supervisor		
Positions You Directly Supervise		

*If you are responsible for providing work direction (but not full supervision) for one or more positions, list the name of the positions involved and describe the nature of work direction that you provide.*

**Essential Job Functions:**

*In order of their importance, describe up to seven essential job functions or responsibilities that you perform as a part of your position. Indicate the approximate percent of time over the course of a year that you spend on each. In general, if you spend less than 5% of your time, the activity is not a key responsibility for the position. Also, indicate the frequency (4-daily, 3-weekly, 2-monthly, and 1-less than once a month) and whether or not the described function is a new or existing duty.*

*These responsibilities may be described in one sentence including what you do, how you do it, and expected results from the accountability. For example, Transcribe, edit and word-process proposals, abstracts and general correspondence for department director and ten faculty in a timely and accurate manner.*

#	Description	% Time	Frequency	New Duty	Existing Duty
1					
2					
3					
4					
5					
6					
7					

**Problem Solving Challenges:**

*Describe the problems and challenges confronted by your position. Please provide an example of a typical and complex work situation.*

**Scope Data:**

Provide current scope data that you are directly responsible for that will best describe or measure size, influence or effect on your department or the University. State all figures on an annual basis.

**Report Preparation:**

Word-process/Type	Data Compilation	Data Analysis	Other

**Dollar Measures:**

Accounts	Expenditures	Receivables	Other	Total

General Fund	Grant	Auxiliary	Other	Total

**Unit Actions:**

Forms	Requests	Applications	Other	Total

**Customer Service:**

Phone	Mail	Other	Total

Describe other measurable ways that your position impacts the University's operations by indicating what the measure is and how your position impacts that measure.

**Key Customers:**

Describe up to three of the most important contacts you have with individuals who are your customers. Include the position and the nature of your contact with that individual and the frequency (4-daily, 3-weekly, 2-monthly, and 1-less than once a month.). Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position	Nature of Contact	Frequency

**Decision Making Authority and Responsibility:**

*Describe those decisions you are able to take action on without specific instruction from your immediate supervisor. Please provide one to two examples.*

**Knowledge, Experience and Skills:**

*In order of importance, describe the minimum required job knowledge, years of experience and skills necessary to satisfactorily perform this job. Please do not include personal degrees, certification or training that may not be applicable. If the job requires any specific certifications, registrations or licenses, please indicate. Also include any specific office, technical or scientific equipment that is utilized on the job.*

**Working Conditions:**

*Describe the physical demands and environmental factors of your job. Please indicate the degree of regular physical effort (e.g., lifting, transporting, carrying, etc.); any temperature extremes, special clothing or other discomforts associated with your job; and the level of concentration required. Include an example and the approximate % of time.*

**Additional Information:**

*Provide any additional information that you believe describes the scope and complexity of your position and its impact on the University or your department.*

**Incumbent's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

