

Job Description

Date _____
Prepared By _____

Title _____
Department _____

Job Description

| | |
|--------------------------|-------------|
| Job Title: | Reports To: |
| Job Summary: | |
| | |
| | |
| Salary Range & Benefits: | |
| Hours Required: | |

Major Duties

| |
|-----|
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6. |
| 7. |
| 8. |
| 9. |
| 10. |

Minor Duties

| |
|-----|
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6. |
| 7. |
| 8. |
| 9. |
| 10. |

Relationships

| |
|------------------------------------|
| Number Of People Supervised: |
| Person Assigning Work Assignments: |