

1. POSITION TITLE	AGENCY			
2. APPROPRIATION	POSITION NO.	REQUISITION NO.	SALARY	DATE PREPARED
3. GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES				
4. SUPERVISION RECEIVED (Name and title of person from whom incumbent receives direction)				
5A. DIRECT REPORTING STAFF		5B. THEIR STAFF		
6. DETAILED STATEMENT OF DUTIES AND RESPONSIBILITIES				

7. QUALIFICATIONS REQUIRED AT HIRE (List knowledges, skills and abilities)

8. QUALIFICATIONS ACQUIRED ON THE JOB (list knowledges, skills and abilities)

9. MINIMUM ENTRANCE REQUIREMENTS

10. LICENSE AND/OR CERTIFICATION REQUIREMENTS

REMARKS

\_\_\_\_\_  
SIGNATURE OF APPOINTING AUTHORITY

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
AGENCY

\_\_\_\_\_  
PREPARED BY

\_\_\_\_\_  
SIGNATURE INCUMBENT      DATE

\_\_\_\_\_  
SIGNATURES OF SUPERVISOR      DATE