

SAMPLE COUNTY JOB DESCRIPTION

Position Title: _____ Department: _____

Reports To: _____ Salary Range: _____

Position Summary:

Essential Job Functions (listing most important first):

1. Regular attendance and timeliness at the worksite is required
 - 2.
 - 3.
 - 4.
 - 5.
-

Additional Job Duties: Any other duty as assigned by the supervisor within the scope of the department

Education:

Experience:

Required Skills:

Preferred Skills:

Physical Requirements:

Exempt/Non-Exempt
(Circle One)

Full-Time / Part-Time
(Circle One)

Working Conditions:

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

JOB DESCRIPTION

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Employee's Signature

Date

Department Head Signature

Date

Revision Date: _____