

DUTY STATEMENT

Class Title	Position Number
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COI Classification
 Yes No

Unit

Section

Branch

Division

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Job Summary:

Supervision Received:

Supervision Exercised:

Description of Duties:

Percent of Time Essential Functions

Percent of Time Marginal Functions

Employee's signature	Date
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Supervisor's signature	Date
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