SAMPLE FORMAT
FOR JOB DESCRIPTIONS FOR NON-SUPERVISORY JOBS

TITLE: Truly Descriptive and FLSA: (Exempt or Conversationally-Stated Nonexempt)

A. GENERAL SUMMARY

1. Begin with an indication of the level of independent judgment required.

2. Should be a succinct statement of the nature and level of work.

B. PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Include anything that requires more than 5% of the incumbent's time and/or anything that is critical to the successful performance of the job.

2. Duties which require exertion of physical and/or mental effort.

3. Duties which indicate the technical knowledge and analytical skills required (e.g., complexity of problems).

4. Duties which involve contacts with others.

5. Duties which mention/explain the types of materials and equipment used.

6. Responsibility for the work of others (if any).

7. Responsibility for developing policies, practices, and procedures (if any).

C. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Level of general educational development required. Should be supportable on the basis of duties and responsibilities and/or supported by explanatory phrase(s).

2. Knowledge-acquired-through-experience and amount of practical experience normally required to gain knowledge.
3. Analytical abilities required. Should be supported by duties and responsibilities listed. Be sure to indicate complexity of assigned tasks.

4. Physical abilities/efforts required. Should be supported by duties and responsibilities listed. Be sure to indicate intensity (how heavy, etc.), frequency, and duration of physical exertion required.

5. Mental/visual abilities/effort required. Should be supported by duties and responsibilities listed. Indicate intensity, frequency, and duration.

D. WORKING CONDITIONS

1. Unpleasant conditions. Consider noise, dust, temperature extremes, etc. Specify intensity (how dirty, noisy, etc.) as well as frequency and duration of exposure.

2. Hazards to self and others. Specify probable consequences of carelessness and the probability of carelessness resulting in physical harm to the employee and/or others.

E. DISCLAIMER CLAUSE

1. Indicates that preceding data are intended to convey information essential to making fair pay decision about the job and are not exhaustive lists of the skills, efforts, duties, responsibilities, or working conditions associated with it.