



Where Learning
Is For Life

POSITION DESCRIPTION

Position Title:	Effective Date:
Classification:	Division:
Reports To:	Level:
Cost Center:	Funding:
Position Number:	

Purpose Statement

Essential Functions:

Percent:

Percent:

Percent:

Percent:

Percent:

Percent:

Knowledge, Skills & Abilities

Reviewing Supervisor

Human Resources

Date

Date

Physical Requirements

(check only those requirements appropriate to this position)

- Stooping - Bending body downward & forward. This factor is important if it occurs to a considerable degree & requires full use of the lower extremities & back muscles.
- Kneeling - Bending legs at knees to come to rest on knee or knees.
- Crouching - Bending body downward & forward by bending legs & spine.
- Reaching - Extending hand(s) & arm(s) in any direction.
- Handling - Seizing, holding, grasping, turning, or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand.
- Fingering - Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
- Talking - Expressing or exchanging ideas by means of the spoken word. Talking is important for those activities in which workers must impart oral information to clients or to the public, & in those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing - Perceiving the nature of sounds. Used for those activities which require ability to receive detailed information through oral communication, & to make fine discriminations in sounds, such as when making fine adjustments on running engines.
- Near Acuity - Clarity of vision at 20 inches or less. Use this factor when special & minute accuracy is demanded.
- Far Acuity - Clarity of vision at 20 feet or more. Use this factor when visual efficiency in terms of far acuity is required in day & night/dark conditions.
- Depth Perception - Three-dimensional vision. Ability to judge distances & spatial relationships so as to see objects where & as they actually are.
- Color Vision - Ability to identify & distinguish colors.
- Field of Vision - Observing an area that can be seen up & down or to right or left while eyes are fixed on a given point. Use this factor when job performance requires seeing a large area while keeping the eyes fixed.

Mental Requirements

- Comparing - Judging the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.
- Copying - Transcribing, entering, or posting data.
- Computing - Performing arithmetic operations & reporting on and/or carrying out a prescribed action in relation to them.
- Compiling - Gathering, collating, or classifying information about data, people, or things. Reporting and/or carrying out a prescribed action in relation to the evaluation is frequently involved.
- Analyzing - Examining & evaluating data. Presenting alternative actions in relation to the evaluation is frequently involved.
- Coordinating - Determining time, place, & sequence of operations or action to be taken on the basis of analysis of data. May include prioritizing multiple responsibilities and/or accomplishing them simultaneously.
- Synthesizing - To combine or integrate data to discover facts and/or develop knowledge or creative concepts and/or interpretations.
- Negotiating - Exchanging ideas, information, & opinions with others to formulate policies & programs and/or jointly arrive at decisions, conclusions, solutions, or solve disputes.
- Communicating - Talking with and/or listening to and/or signaling people to convey or exchange information; includes giving/receiving assignments and/or directions.
- Instructing - Teaching subject matter to others, or training others through explanation, demonstration, & supervised practice; or making recommendations on the basis of technical disciplines.
- Interpersonal Skills/Behaviors - Dealing with individuals with a range of moods & behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them.