

# Job Description Form

Date: \_\_\_\_\_  
Prepared by: \_\_\_\_\_  
Title: \_\_\_\_\_  
Department: \_\_\_\_\_  
Approved by: \_\_\_\_\_

## ***Job Description:***

Job title: \_\_\_\_\_  
Reporting to: \_\_\_\_\_  
Job statement: \_\_\_\_\_

## ***Major Duties:***

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

## ***Minor Duties:***

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

## ***Relationships:***

Department head: \_\_\_\_\_  
Direct supervisor: \_\_\_\_\_  
Personnel supervised: \_\_\_\_\_