

Duty Statement

Classification:			
Working Title:			
Program:			
Division:		Branch:	
Section:		Unit:	
Office Location:			
COI Classification:		CBID:	Position Number:
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Telework Eligible:		Maximum Telework Days: (generally up to 3 days per week)	
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bilingual Position:		Specify Language:	
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<p>This position requires the incumbent to maintain consistent and regular attendance; communicate effectively, both orally and in writing, when interacting with others; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely manner; and adhere to departmental policies and procedures regarding attendance and conduct.</p>			
Job Summary:			
<p><i>The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.</i></p>			

Description of Duties:

% of Time	Essential Functions

Description of Duties	
% Of Time	Essential Functions
% Of Time	Marginal Functions

