

**DUTY STATEMENT**



1. Institution/Division/Office:	2. Unit/Industry/Enterprise:
3. Classification Title:	4. Proposed Incumbent (if known):
5. Current Position Number (Agency-Unit-Class-Serial):	6. Effective Date:
7. Briefly (1 or 2 sentences) describe the position’s organization setting and major functions:	

8. Work Schedule:	
9. Percentage (%) of time performing duties:	<p>10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.</p> <p style="text-align: center;"><b>ESSENTIAL FUNCTIONS</b></p> <p style="text-align: center;">(Continued on Page Two)</p>

