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| --- | --- | --- | --- | --- | --- | --- |
| **Today’s Date** | |  | | | | |
| **Position Title** | |  | | | Posting Date |  |
| **Department Name** | |  | | | Closing Date |  |
| **Position Summary** | | | | | | |
|  | | | | | | |
| **Minimum Qualifications** | | | | | | |
|  | | | | | | |
| **Required Licenses/Certifications** | | | | | | |
|  | | | | | | |
| **Essential Functions** | | | | | | |
| **%** | **Duty** | | | | | |
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|  |  | | | | | |
| **Physical Requirements** | | | **0-24%** | **25-49%** | **60-74%** | **75-100%** |
| **Seeing** | | |  |  |  |  |
| **Hearing** | | |  |  |  |  |
| **Standing/Climbing/Mobility** | | |  |  |  |  |
| **Lifting/Pulling/Pushing**  **Pounds:** | | |  |  |  |  |
| **Fingering/Grasping/Feeling** | | |  |  |  |  |
| **Travel** | | |  |  |  |  |
| **Exposure to Blood borne pathogens** | | | **Yes** | | **No** | |
| **Overtime, nights, weekends, holidays, shift work)** | | | **Yes** | | **No** | |
| **Additional Comments:** | | | | | | |
|  | | | | | | |
| **Budget: Fund and Org information:** | | | | | | |
| **Work Schedule/ Number or Hours per week:** | | | | | | |
| **Resume (circle one):**  Required Not Required | | | | | | |
| **Cover Letter (circle one)** Required Not Required | | | | | | |
| **Other Info: (Ex. Are you hiring more than one individual, etc.)** | | | | | | |
| **Disclosure:** This job summary is intended to describe the functions and nature of work performed by the people assigned to this classification. It is not intended to describe all responsibilities, duties, and skills required. Regular, reliable attendance is an essential function and all employees are required to follow any other job-related instructions and to perform any other job-related duties as requested by their supervisor. Employees may also be required to work in excess of normal working hours as workloads and seasonal activities necessitate. | | | | | | |