



JOB TITLE
Job or Ministry Description

Date

ACCOUNTABILITY: Reports to

SUPERVISORY RESPONSIBILITY: None or Supervisor

FLSA STATUS: Exempt or Non-exempt [from overtime]

HOURS: Full-time or Part-time

GENERAL SUMMARY: Describe a general summary of the position.

PRINCIPAL DUTIES AND RESPONSIBILITIES

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KNOWLEDGE, SKILLS, AND ABILITIES

Education: Outline the minimum educational requirements.

Experience: Minimum number of years of experience required. Experience with special software or specific skills.

Require: Licenses or certifications. Such as a driver's license for a job that requires travel.

Physical Demands: Examples: While performing duties, employee has to sit for long periods of time, use hands in repetitive motion tasks, and answer telephone calls. The position also requires some standing, stooping, and bending while filing. Employee is expected to work onsite, Monday through Friday. Travel is required. Employee must be able to lift 50 lbs.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.