

**[Company Name]**

**[Job Name]**

## **Job Description Sample**

**Title**

**Department(s)**

**Reports to**

**Job summary**

**[Describe primary functions of the job.]**

**Summary of essential job functions**

**[List key responsibilities of the job.]**

**Minimum requirements**

**[State educational and job experience requirements.]**

**Abilities required**

**[List any specific physical requirements.]**

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**Additional information**

<b>HR use only</b>	
Job code	
Generic title	
Pay grade	
Management? (Yes/No)	
E/NE status	
Last revised	