**POSITION DESCRIPTION**

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| --- | --- | --- | --- |
| ***State Title:*** |  | ***Type of Position:*** |  |
| ***Working Title:*** |  |  |  |
| ***Position #:*** |  | ***Supervisor:*** |  |
| ***Work Schedule:*** |  |
| ***Dept Name:*** |  |

***Summary of Job Duties (for position posting) (Typically 3-5 sentences, but may be longer):***

***Minimum Qualifications (education and experience only):***

***Preferred Qualifications (education and experience only):***

***Knowledge, Skills, and Abilities:***

***Appointment Percent:***  100%

***Does this position require any license(s)/certification(s)?*** \_ \_Yes \_\_\_No

***If Yes, please specify:***

**Is this position weather essential*?*** \_ \_Yes \_\_\_No

**JOB DUTIES**

|  |  |  |  |
| --- | --- | --- | --- |
| ***% of Total Time*** | ***Duty Area*** | ***Is this an Essential Duty?*** | ***Responsibility/Duty (listed in order of importance)*** |
|  | 1 |  |  |
|  | 2 |  |  |
|  | 3 |  |  |
|  | 4 |  |  |
|  | 5 |  |   |

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| NOTE: FOR EACH DUTY, SIGNIFY IF THIS IS AN “ESSENTIAL DUTY”, AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT, BY PLACING AN X BY THE DUTY NUMBER. |

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| **Working Environment**Please indicate the level which appropriately describes the work environment of the position. In selecting the appropriate level, a judgment should be reached regarding the most disagreeable conditions that are a normal and recurring factor of the job.**The conditions the worker will be subject to in this position. (Please check all blocks that apply)**

|  |  |
| --- | --- |
| [ ]  | The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes. |
| [ ]  | The worker is subject to outside environmental conditions. No effective protection from the weather. |
| [ ]  | The worker is subject to both environmental conditions. Activities occur inside and outside. |
| [ ]  | The worker is subject to extreme cold. Temperatures typically below 32 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity. |
| [ ]  | The worker is subject to extreme heat. Temperatures above 100 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity. |
| [ ]  | The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level. |
| [ ]  | The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body. |
| [ ]  | The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals. |
| [ ]  | The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation. |
| [ ]  | The worker is frequently in close quarters, crawl spaces, shafts, manholes, small enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia. |
| [ ]  | The worker is required to function in narrow aisles or passageways. |
| [x]  | None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work). |

**Physical Activities:****Please identify the physical activities that would ordinarily occur in the performance of the essential job duties listed for this position:**

|  |  |
| --- | --- |
| **Balancing.** Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium. | Choose an item. |
| **Climbing.** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion. | Choose an item. |
| **Crawling.** Moving about on hands and knees or hands and feet. | Choose an item. |
| **Crouching.** Bending the body downward and forward by bending leg and spine. | Choose an item. |
| **Driving.** Maintaining control and operation of a motor vehicle. | Choose an item. |
| **Feeling**. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips. | Choose an item. |
| **Manipulate items with fingers, including keyboarding.** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling. | Choose an item. |
| **Grasping.** Applying pressure to an object with the fingers and palm. | Choose an item. |
| **Hearing**. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to distinguish sound. | Choose an item. |
| **Kneeling.** Bending legs at knee to come to a rest on knee or knees. | Choose an item. |
| **Lifting**. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles. | Choose an item. |
| **Pulling.** Using upper extremities to exert force in order to drag, haul or tug objects in a sustained motion. | Choose an item. |
| **Pushing**. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward. | Choose an item. |
| **Reaching.** Extending hand(s) and arm(s) in any direction. | Choose an item. |
| **Repetitive motion.** Substantial movements (motions) of the wrists, hands, and/or fingers. | Choose an item. |
| **Sharps.** Handling of sharp tools or equipment.  | Choose an item. |
| **Sitting.** Continuous period of being seated, especially when engaged in a particular activity. | Choose an item. |
| **Standing.** Particularly for sustained periods of time. | Choose an item. |
| **Stooping.** Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles. | Choose an item. |
| **Talking.** Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. | Choose an item. |
| **Walking.** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. | Choose an item. |

**The physical requirements of this position. (Please check only one block)**

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| --- | --- |
| [ ]  | Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly. Sedentary work involves sitting most of the time. |
| [ ]  | Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of force is greater than that for sedentary work and the worker sits most of the time, the job is rated for light work. |
| [ ]  | Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. |
| [ ]  | Heavy work. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. |
| [ ]  | Very heavy work. Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.  |

**The visual acuity requirements including color, depth perception, and field vision. (Please check all that apply)**

|  |  |
| --- | --- |
| [ ]  | The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; and/or visual inspection at distances close to the eyes. |
| [ ]  | The worker is required to have visual acuity to perform an activity such as: operates machines where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature, such as carpenters or technicians. |
| [ ]  | The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment. |
| [ ]  | The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, etc). |

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**PRE-EMPLOYMENT CHECKS**

**MVR Check:** \_\_\_ YES \_X\_\_ NO

**BUDGET INFORMATION**

|  |  |
| --- | --- |
| ***Cost Center #:*** |  X CC012538; PG002577 Mullins Library  Other; please specify below:  |

***Provisional Position:*** \_\_\_ YES \_X\_ NO ***NOTE: If Yes, then the following is REQUIRED:***

|  |  |
| --- | --- |
| Purpose of the Grant/Contract/Program: |  |
| Grant No.: |  | Grant Name: |  |
| Funding Amount: |  | Funding Agency: |  |
| Date Grant Awarded / Renewed: |  | Grant End Date: |  |
| Additional Information: |  |