



RISK REMINDER

PARTNERING WITH TOWNSHIPS

JOB DESCRIPTIONS

By: Human Resources Help Line

Job descriptions are an essential part of the hiring of new employees as well as managing current employees and workers' compensation claims. A job description summarizes each job so that applicants understand the position. Job descriptions are also necessary for current employees as they serve as a major basis for outlining performance expectations, job training, job evaluation and career advancement. A job description can be beneficial for a supervisor to use as a measuring tool to ensure that the employee is meeting job expectations. In addition, a job description is an important component for considering reasonable accommodation requests as required by the ADA (Americans with Disabilities Act).

A job description should describe the tasks, duties, functions and responsibilities of each position. It should clearly list the job duties and requirements of each position. Job descriptions typically include the job title, a summary of the position, essential duties and responsibilities of the position, a requirements section, and a section for other important information about the position.

A template for creating a job description has been listed below.

[insert company logo or name here]

Title: [insert title here]
Status: [hourly or salaried]
Reports To: [insert title of who this position reports to]
Location: [insert township or location of this position or department]

JOB DESCRIPTION

Summary:

[This section is used to describe an overall summary of the position, usually one to two sentences describing why the position exists.]

Essential Duties & Responsibilities:

[List 10 to 12 key essential duties and responsibilities of the job. It not necessary to list every single duty an employee performs, but the overall essential responsibilities in a broad perspective; 8 to 10 is sufficient. Essential duties are defined as the purpose for which the job exists.]

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

[List the qualifications and attributes required to perform this role, i.e., communication skills, equipment, etc.]

Education and/or Experience

[List education that is required and year and type of experience required or preferred.]

Computer Skills

[List specific computer skills needed if any.]

Certificates, Licenses, Registrations

[List any licenses, certifications or registrations required, i.e., driver's license.]

WORKING CONDITIONS

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

[List appropriate physical requirements. Outline physical effort needed to perform routine labor tasks including bending, twisting, stooping, lifting, carrying, pushing, pulling, walking, standing, etc.]

If you have any questions, please call the Human Resources Help Line at (888) 472-6785, ext. 1172.

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