 **Job Job Description Form**

**TITLE:**

**DIVISION:**

**DEPARTMENT:**

**REPORTS TO (TITLE):**

**DATE:**

**SUMMARY:**

Reporting to (manager’s title), the (position title) …

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

* Performs other duties as assigned.
* Management retains the right to add or change job duties at any time.

**QUALIFICATIONS:**

**REQUIRED:**

**PREFERRED:**

**APPROVALS:**

I have read and reviewed the Job Description and attest that the Job Description is accurate.

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Signature** | **Print Name** | **Date** |
| Department Manager |  |  |  |
| Division Vice President |  |  |  |
| AVP, Benefits, Compensation and Payroll |  |  |  |