

**DUTY STATEMENT**

1. Institution/Division/Office:	2. Unit/Industry/Enterprise:
3. Classification Title:	4. Proposed Incumbent (if known):
5. Current Position Number (Agency-Unit-Class-Serial):	6. Effective Date:
7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions:	
8. Work Schedule:	
9. Percentage (%) of time performing duties:	10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.
<b>ESSENTIAL FUNCTIONS</b>	
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9. Percentage (%) of time performing duties:	10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.	
<b>MARGINAL FUNCTIONS</b>		
<b>ADDITIONAL EXPECTATIONS</b>		
<b>11. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
<b>12. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF THE DUTY STATEMENT:</b>		
PRINT EMPLOYEE NAME:	EMPLOYEE SIGNATURE:	DATE:
PRINT MANAGER/SUPERVISOR NAME:	MANAGER/SUPERVISOR SIGNATURE:	DATE:
HR APPROVAL:		