

DUTY STATEMENT

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| 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. |
| <p style="text-align: center;">ESSENTIAL FUNCTIONS</p> | |
| <p>(Continued on Page Two)</p> | |

[illegible]