

ESSENTIAL JOB FUNCTIONS:

MARGINAL JOB FUNCTIONS:

WORKING CONDITIONS:

Core business hours of _____ to _____	☐ Transport items weighing up to _____ pounds
☐ Sit ☐ bend ☐ stoop ☐ stand while working	☐ Appropriate business attire required
☐ Daily use of standard office equipment	☐ Occasional overnight travel
☐ Temperature controlled office with artificial light	☐ Occasional mandatory overtime
Drive as an essential function of the position: ☐ Yes ☐ No	

OTHER (list all other working conditions):

DESIRABLE QUALIFICATIONS:

Ability to execute assigned responsibilities	Ability to interact in a courteous and professional manner
Ability to understand and follow directions	Ability to work independently and as part of a team

OTHER (list all other desirable qualifications)

Tasks identified in this duty statement reflect the anticipated general functions of the position and should not be considered an all-inclusive list of responsibilities.

I have read and understand the duties listed above and can perform them with or without reasonable accommodation. * (If you believe reasonable accommodation is necessary, please contact EEO@slc.ca.gov immediately.) **A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.*

Employee Signature	Employee Printed Name	Date
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I certify that the above accurately represents the duties of the position:

Supervisor Signature	Supervisor Printed Name	Date
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