

Major functional responsibility:	
% time spent:	
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III: POSITION SUMMARY/PROFILE: *Brief summary statement explaining the overall reason for the existence of the position, including the major end result the position should achieve.*

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IV: MINIMUM QUALIFICATIONS/REQUIREMENTS: *List the minimum education, experience, and skills required to perform the job successfully.*

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V: ENVIRONMENT/CONDITIONS: *(including schedule, i.e. part-time, full-time, term or temp; tools and equipment used; and supervision of others, if applicable).*

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VI: APPROVALS:

(Supervisor/Hiring Manager):

(Cabinet Member, if different from above):

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