

<b>Job Title:</b>		<b>Job Code:</b>	
<b>Reports To:</b>		<b>Date:</b>	
<b>Department:</b>		<b>FLSA:</b>	
<b>Employee Name:</b>			
<b>Job Summary:</b>			
<b>Job Description</b>			
<b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b>			<b>Percent of Time:</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

<b>9.</b>		
	<b>Performs other duties as assigned</b>	
	<b>TOTAL:</b>	<b>100%</b>
<b>Minimum Qualifications:</b>		
<b>Preferred Qualifications:</b>		
<b>Knowledge, Skills and Abilities:</b>		
<b>Working Conditions:</b>		
<b>Other Requirements:</b>		

<b>Employee Signature:</b>		<b>Date:</b>	
<b>Supervisor Signature:</b>		<b>Date:</b>	