

SECRETARIAL/CLERICAL JOB QUESTIONNAIRE

REQUESTED POSITION TITLE _____

DEPARTMENT _____

PRESENT POSITION _____

PREPARED BY _____

Current Incumbent

REVIEWED BY _____

Supervisor

DATE _____

Please state the work you do. Make your descriptions clear, so persons unfamiliar with your work can understand exactly what you do. (Attach additional sheets if necessary).

FIRST: LIST THE ESSENTIAL FUNCTIONS OF YOUR JOB: What aptitudes (potential to learn and accomplish a skill) are necessary? Why is the task performed? What skills are necessary? How is the function performed? What methods, tools or techniques are used? How much physical exertion/dexterity is needed? (Lifting, standing, sitting, typing, etc.).

SECOND: LIST NON-ESSENTIAL FUNCTIONS. Work that you do that is not the main part of your job.

Brief description of the essential work duties (to be completed by the employee):

Essential Functions:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Physical/Cognitive Requirements:

Reading_____ Calculating_____ Correspondence_____ Sorting_____

Flexibility_____ Communication_____ Other_____

Please indicate equipment/tools and aids regularly used:

Computer_____ Adding Machine_____ Calculator_____

Photocopy machine_____ Telephone_____ Typewriter_____

Fax Machine_____ Other:_____

Heavy Equipment (list): _____

Non-Essential Functions:

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
-

What is the nature and extent of the instructions you receive regarding all of your work?
(particularly the essential functions):

_____ Solely responsible for seeing that functions are carried out.

_____ Perform functions with general supervision

_____ Perform functions with close supervision

What is the nature and extent of the check of your work?

If you supervise any employees please describe:

Comments:

Employee's Signature

Date

STATEMENT OF IMMEDIATE SUPERVISOR

Please add your comments alongside the factors listed below, indicating to what extent each of these is a requirement for effective job performance:

1. Education:

2. Length of experience:

3. Time required for on the job training:

4. Initiative and ingenuity:

5. Responsibility for decisions effecting dollars:

6. Responsibility for dependability and accuracy:

7. Analytical requirements:

8. Attention and concentration:

9. Physical effort:

10. Working conditions:

11. Cooperation and contacts:

12. Additional comments:

Supervisor's Signature

Date