

Archdiocese of Kansas City in Kansas Position Description

POSITION NAME:	OFFICE:
REPORTS TO:	DEPARTMENT:
CLASSIFICATION: Exempt _____ Non-Exempt _____	CURRENT EMPLOYEE:

JOB SUMMARY:

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.

NON ESSENTIAL DUTIES:

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

JOB SCOPE:

SPECIFIC JOB SKILLS:

EDUCATION AND/OR EXPERIENCE:

PHYSICAL DEMANDS:

WORKING ENVIRONMENT:

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISES:

None

Employee Signature

Date

Supervisor Signature

Date