

**POSITION DESCRIPTION AND STANDARD**

1. Department	2. Detail	3. Grade
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4. Title (Dictionary of Occupational Titles)

5. Introduction (Define job and its functions within the Department)

6. Major duties / Responsibilities (Itemize duties and responsibilities. Relate specific standards as to the quality, quantity, and technical skill required.)

7. Safety and Personal Appearance Standards (List any special safety or personal appearance requirements of the position.)

8. Job Controls (Work schedule information; identify immediate supervisory position, do not use individual names.)

Position Description Prepared by

9a. Work Supervisor (Printed Name/Signature)	9b. Department Head (Printed Name/Signature)
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10. Date Position Description  
Approved by Performance Pay Committee

10a. Printed Name/Signature of  
Performance Pay Committee Representative

11. Inmate Printed Name/Signature	Register Number	Date
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12. Printed Name/Signature of Staff Witness