

**County College of Morris  
Position Description**

Position: \_\_\_\_\_ Department: \_\_\_\_\_

Incumbent: \_\_\_\_\_ Reports to: \_\_\_\_\_

Union Affiliation: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Job Description Completed (date): \_\_\_\_\_ Job Analyst: \_\_\_\_\_

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**Primary Objectives:**

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**Specific Responsibilities & Duties:**

% of Time	Task Statements:

Job Description

Position: \_\_\_\_\_

Page 2

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**Job Requirements:**

A) Education:

B) Job Experience:

C) Other (KSAOs):

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**Supervision:**

A) **Direct Supervision** – List those position(s) which report directly to this individual:

B) **Indirect Supervision** – List those position(s) which report indirectly to this individual: If entire department reports indirectly to this individual, you may identify the department and indicate in parenthesis the number of positions in the department.

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**Approvals:**

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Department Head

Dated: \_\_\_\_\_