NARRATIVE TEMPLATE FOR DESCRIPTION OF POSITION DUTIES

Agency: _____

Organization/Component:
Position Title:
Position Type (e.g. PAS/PA/NA/SC):
Date Position was established:
Is position vacant, if so provide date position became vacant:

Position Summary (also describe scope and complexity of the position:
Limit summary to this space only. No position descriptions or statutory language.
Organization Characteristics:
• **Level of Position in the Organization:**
• **Reports to (include position title), e.g. (PAS, PA, etc.)**