

This guide is designed to assist you in describing the duties, responsibilities and requirements of your current position, or new or changing positions in your department.

TIPS FOR DRAFTING ESSENTIAL DUTIES & RESPONSIBILITIES

1. Brainstorm a list of all the duties required to perform the job. These are the individual tasks completed on a daily, weekly, monthly or annual basis. Below is an example of a task list:
 - Arranges for catering
 - Composes and types correspondence
 - Coordinates logistical support for meetings, seminars, and departmental events
 - Determines and secures the event location
 - Makes travel arrangements
 - Prepares budgetary reports
 - Helps with purchasing
2. Review the list and group the similar duties based upon the specific functions and responsibilities of the position, also known as major functions.
3. Establish the major functions. For this group, the major functions may include: Event Coordination, Administrative Support, and Budget Administration.
4. Condense the specific job tasks into four to eight concise duties.
5. Order the duties from the most important and most time consuming to the least important and least time consuming. Estimate the percentage of time spent on each duty by the amount of time spent on the duty in a year.

Position Summary Example:	This position coordinates events and provides administrative support to the Basket Weaving Department.
40%	Coordinates logistical support for meetings, seminars, and department events. Determines and secures event location. Arranges for catering and room set up.
30%	Composes and types correspondence. Prepares promotional materials, forms and manuals.
15%	Prepares budgetary reports. Tracks expenditures and supports purchasing requirements for the department.
10%	Makes travel arrangements, including airline and lodging reservations. Completes travel request forms and obtains advance authorization. Ensures expense reports are completed after travel.
5%	Other duties as assigned.

POSITION DESCRIPTION DOS AND DON'TS

Before writing a position description, here are some helpful hints to consider:

	DON'T	DO	
Style	<ul style="list-style-type: none"> 👎 Use the narrative form or tell a story. 👎 Provide a step-by-step guide. 	<ul style="list-style-type: none"> 👍 Use a factual and impersonal style. 	Example: Bullet points
Tense	<ul style="list-style-type: none"> 👎 Use different tenses. 	<ul style="list-style-type: none"> 👍 Use consistent, present-tense language. 	Example: Performs, Manages; OR, Perform, Manage.
Duties	<ul style="list-style-type: none"> 👎 Write the job description based on the desired job classification. 	<ul style="list-style-type: none"> 👍 Write an accurate, concise and complete position description. 	See page 1 for a sample job description.
	<ul style="list-style-type: none"> 👎 Base the content on the capabilities, skills and interests of the person in the position. 👎 Include duties that are no longer performed or those that may be required in the future. 	<ul style="list-style-type: none"> 👍 Include duties that accurately reflect the work that the position performs. 	
	<ul style="list-style-type: none"> 👎 Document every small task that the position performs. 	<ul style="list-style-type: none"> 👍 List all the essential duties that the position performs on a regular basis, beginning with the most important first. 	
	<ul style="list-style-type: none"> 👎 Use jargon or technical terms. 👎 Use subjective terms such as "some," "frequent" or "occasional." 👎 Use vague verbs such as "handles" or "takes care of." 	<ul style="list-style-type: none"> 👍 Use language that anyone can understand. 👍 Use full thoughts. 👍 Start each duty with an action verb that describes the duty as specifically as possible. 	See pages 3-5 for a sample list of action verbs.

JOB DESCRIPTION ACTION VERBS

The following is a list of commonly used action verbs for describing positions. Definitions come from the Merriam-Webster Dictionary unless otherwise noted. This list can be used as a guide when completing the Essential Functions of the JD. Note that this list is a sample of potential verbs, and not meant to be an exhaustive list of all verbs to be used.

Administers	To provide or apply something; to put something into effect
Advises	To give an opinion or suggestion to someone about what should be done; to give advice to someone
Analyzes	To study something closely and carefully; to learn the nature and relationship of the parts of something by a close and careful examination
Approves	To officially accept (an idea, action, plan, etc.)
Arranges	To organize the details of something before it happens; to plan (something)
Assesses	To make a judgment about (something)
Assigns	To give someone a particular job or duty; to require someone to do a particular task
Assists	To give support or help; to make it easier for someone to do something or for something to happen
Attends	To go to and be present at (an event, meeting, etc.)
Audits	To perform an audit of or for: to attend (a course) without working for or expecting to receive formal credit
Authorizes	To give power or permission to (someone or something)
Collaborates	To work with another person or group in order to achieve or do something
Collects	Bring or gather together (things, typically when scattered or widespread)
Communicates	To give information about (something) to someone by speaking, writing, moving your hands, etc.; to get someone to understand your thoughts
Compiles	To put together (various songs, pieces of writing, facts, etc.) in a publication or collection
Conducts	To direct or take part in the operation or management
Confers	To discuss something important in order to make a decision
Confirms	To tell someone that something has definitely happened or is going to happen; to make (something) definite or official
Consolidates	To join or combine together into one thing; to make (something, such as a position of power or control) stronger or more secure
Consults	To talk about something with (someone) in order to make a decision
Coordinates	Bring the different elements of (a complex activity or organization) into a relationship that will ensure efficiency or harmony
Counsels	Advice given especially as a result of consultation
Creates	To produce or bring about by a course of action or behavior
Delegates	To assign responsibility or authority; to appoint as one's representative
Delivers	Do take and hand over to or leave for another; To come through with
Designs	To plan and make (something) for a specific use or purpose
Develops	To create (something) over a period of time
Directs	To say (something) to a particular person or group; To cause (someone or something) to move in a particular direction

Disseminates	To disperse throughout
Distributes	To divide (something) among the members of a group
Documents	To record (something) in written, photographic, or other form
Drafts	To draw the preliminary sketch, version, or plan
Edits	To alter, adapt, or refine especially to bring about conformity to a standard or to suit a particular purpose
Educates	To train by formal instruction and supervised practice especially in a skill, trade, or profession
Establishes	To train by formal instruction and supervised practice especially in a skill, trade, or profession; to cause (someone or something) to be widely known and accepted
Estimates	To give or form a general idea about the value, size, or cost of (something); to make an estimate of (something)
Evaluates	To judge the value or condition of (someone or something) in a careful and thoughtful way
Examines	To look at (something) closely and carefully in order to learn more about it, to find problems, etc.
Facilitates	To make (something) easier; to help cause (something); to help (something) run more smoothly and effectively
Formulates	To put into a systematized statement or expression; to prepare according to a formula
Gathers	To bring (things or people) together into a group; to choose and collect (things)
Guides	To direct, supervise, or influence usually to a particular end
Implements	To carry out, accomplish, especially to give practical effect to and ensure of actual fulfillment by concrete measures
Informs	To give information to (someone)
Initiates	To cause the beginning of (something); to start or begin (something)
Integrates	To combine (two or more things) to form or create something; to make (something) a part of another larger thing
Interacts	To make (something) a part of another larger thing
Interprets	To explain the meaning of (something)
Investigates	To observe or study by close examination and systematic inquiry
Issues	To put forth or distribute usually officially
Maintains	To keep in an existing state (as of repair, efficiency, or validity); to preserve from failure or decline
Manages	To have control of (something); to take care of and make decisions
Modifies	To change some parts of (something) while not changing other parts
Monitors	To watch, keep track of, or check usually for a special purpose
Motivates	To give (someone) a reason for doing something
Negotiates	To discuss something formally in order to make an agreement
Obtains	To gain or get (something) usually by effort
Orders	To put in order (arrange); to give an order to (command)
Organizes	To arrange or form into a coherent unit or functioning whole
Oversees	Supervise (a person or work), especially in an official capacity
Participates	To be involved with others in doing something; to take part in an activity or event with others
Plans	To think about and arrange the parts or details of (something) before it happens or is made
Prepares	To make (someone or something) ready for some activity, purpose, use, etc.

Presents	To formally talk about (something you have written, studied, etc.) to a group of people; to make (something) available to be used or considered
Processes	To subject to or handle through an established usually routine set of procedures
Produces	To cause (something) to exist or happen; to cause (a particular result or effect)
Provides	To make (something) available; to supply (something that is wanted or needed)
Recommends	To say that (someone or something) is good and deserves to be chosen; to suggest that someone do (something)
Reconciles	To find a way of making (two different ideas, facts, etc.) exist or be true at the same time
Records	To write (something) down so that it can be used or seen again in the future; to produce a record of (something)
Recruits	To find suitable people and get them to join a company or an organization
Researches	To search or investigate exhaustively
Responds	To say or write something as an answer to a question or request
Reviews	To examine or study again; to study or look at
Scans	To look at (something) carefully usually in order to find someone or something
Schedules	To plan (something) at a certain time; to appoint, assign, or designate for a fixed time
Searches	To carefully look for someone or something; to try to find someone or something
Selects	To choose from a number or group; pick out
Serves	To furnish or supply with something needed or desired
Solicits	To approach with a request or plea
Solves	To find a way to deal with and end (a problem)
Submits	To give (a document, proposal, piece of writing, etc.) to someone so that it can be considered or approved
Supervises	To be in charge of (someone or something); to watch and direct (someone or something)
Supplies	To make (something) available to be used; to provide someone or something with (something that is needed or wanted)
Tests	To use a set of questions or problems to measure someone's skills, knowledge, or abilities; to apply a test as a means of analysis
Trains	To form by instruction, discipline, or drill; to teach so as to make fit, qualified, or proficient
Translates	To change words from one language into another language; to explain (something) in a way that is easier to understand
Verifies	To establish the truth, accuracy, or reality of