

**DIOCESE OF RALEIGH  
JOB DESCRIPTION**

**JOB TITLE:**

**STATUS:** Exempt/Non-Exempt

**DATE:**

**SUPERVISOR'S TITLE:**

**DEPARTMENT:**

**POSITION SUMMARY:** *(Use one or two sentences to state the major purpose, objective or function of the position and the end result it is intended to accomplish.)*

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#	PRIMARY DUTIES AND RESPONSIBILITIES (Essential Functions): <i>(Fundamental job duties regularly performed by an employee in the position. List no more than 6 primary duties. Include the percentage of time spent on each duty.)</i>	% of time spent
1		
2		
3		
4		
5		
6		

#	SECONDARY DUTIES AND RESPONSIBILITIES (Non-Essential Functions): <i>(Desirable, but not critical, duties performed by an employee in the position.)</i>	% of time spent
1		
2		
3		
4		
	Perform other duties as assigned	

<b>MINIMUM EDUCATION/EXPERIENCE:</b> <i>(State the <b>minimum</b> education, knowledge and/or work experience required to effectively perform the job.)</i>
<b>PREFERRED EDUCATION/EXPERIENCE:</b> <i>(List any additional or desired education and/or experience that would enhance the capability of any employee to effectively perform the job.)</i>
<b>CRITICAL SKILLS AND EXPERTISE:</b> <i>(Knowledge, skills and abilities required to perform the essential functions of the job. Example: excellent oral and written communication skills)</i>
<b>REQUIRED LICENSURE/CERTIFICATION/REGISTRATION:</b> <i>(Licensing, certification or registration required to successfully complete the essential duties of the job)</i>
<b>DECISION MAKING AND IMPACT:</b> <i>(Provide an example of a typical decision made as part of the regular job duties. Describe the impact of decisions on work unit, other departments or organization.)</i>
<b>FINANCIAL / OPERATIONAL IMPACT:</b> <i>(Describe any significant financial responsibilities for which the position is held accountable. This includes work related to departmental and other budgets, revenues, and contracts.)</i>
<b>CONTACTS:</b>
<b>Internal:</b> <i>(Describe the nature, purpose, and frequency of <b>typical</b> contacts within the organization.)</i>
<b>External:</b> <i>(Describe the nature, purpose, and frequency of <b>typical</b> contacts outside the organization.)</i>
<b>SUPERVISION:</b>
<b>Given:</b> <i>(List the number and level of employees this position supervises both directly and indirectly through other employees)</i>
<b>Received:</b> <i>(Describe the frequency and types of interaction between the employee and the supervisor.)</i>

The above statements are intended to describe the general nature and level of work performed by people in this position. They are not intended to be construed as an exhaustive list of all job duties performed. Management reserves the right to revise or amend duties at any time.

**WORKING CONDITIONS / EQUIPMENT:** *Describe any special working conditions or physical demands of the job (this may include exposure to loud noise, any lifting required and approximate weight and frequency; ability to work on call; ability to travel to on- and off-site locations, etc).*