**JOB TITLE:**

**FLSA STATUS:**

**POSITION SUMMARY**

**ESSENTIAL JOB DUTIES**

**QUALIFICATIONS –** Qualifications are deemed required or preferred and represent what is needed to effectively perform job.

**KNOWLEDGE, SKILLS, AND ABILITIES –** May be representative, but not all-inclusive, of those knowledge, skills, and abilities commonly associated with the job.

**PHYSICAL ABILITIES** – Activities commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

* Requires ability to lift and move objects that are light
* Requires ability to move materials occasionally

**WORK ENVIRONMENT** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

* Usual Office Conditions

*Disclaimer: This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job duties described herein may be subject to possible modification in accordance with applicable state and federal laws.*

Accepted by:

 Employee Date

Accepted by:

 Supervisor (or Human Resources) Date