

# GRCC Essential Job Functions Worksheet

Job Title \_\_\_\_\_

## Summary

General purpose of this position:

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## Essential and Marginal Functions

Please list all tasks determined to be essential to the position in descending order of importance (to be performed with or without reasonable accommodation) with respect to the approximate time spent on each duty equaling up to 100%:

Task Description	% of time spent per year (not to exceed 100%)
	%
	%
	%
	%
	%
	%
	%
	%
	%
	%
	%

Completed by: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

# GRCC Essential Job Functions Worksheet

Minimum Education and Experience required:

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Equipment Use/Knowledge/Skills/Abilities required:

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Physical Demands:

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Mental Demands:

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Working Conditions:

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Completed by: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_