

The **JOB SUMMARY** consists of one or two sentences describing why the position was created, why it exists, period.

**ESSENTIAL FUNCTIONS** are

1. fundamental duties
2. an employee must be able to perform (to accomplish or achieve the job summary)
3. to the prevailing standard
4. with or without accommodation

A job function may be **ESSENTIAL** if:

- it is the reason the position exists
- it requires the possession of specific skills
- all other employees similarly classified are required to perform it
- a significant amount of time is spent performing it OR
- the consequences of NOT performing the function are considerable.

Non-essential, preferred or marginal functions generally are not required and may be reassigned to others. Essential functions should not be broken down into lists of every task the position might entail. Task lists should be kept separately from the job description.

Use an “action” word as the first word to describe each essential function. An “action” word describes a specific function and should also convey a degree of responsibility (e.g., “directs” vs. “under the direction of...”).

### **SAMPLE ACTION WORDS**

Accepts	Counsels	Informs	Performs	Supervises
Acts	Creates	Initiates	Plans	Tabulates
Administers	Delegates	Inspects	Prepares	Trains
Advises	Designs	Instructs	Processes	Transcribes
Allocates	Determines	Interprets	Proposes	Troubleshoots
Analyzes	Develops	Interviews	Provides	Types
Anticipates	Devises	Investigates	Pursues	Utilizes
Approves	Directs	Issues	Receives	Verifies
Arranges	Documents	Itemizes	Recommends	Writes
Assigns	Drafts	Lists	Records	
Assists	Edits	Locates	Refers	
Audits	Ensures	Maintains	Reports	
Authorizes	Establishes	Manages	Represents	
Balances	Evaluates	Modifies	Requests	
Calculates	Examines	Monitors	Researches	
Circulates	Facilitates	Negotiates	Reviews	
Classifies	Figures	Notifies	Revises	
Codes	Files	Observes	Schedules	
Collects	Follows up	Obtains	Screens	
Compiles	Formulates	Operates	Selects	
Conducts	Finishes	Organizes	Signs	
Consolidates	Generates	Originates	Specifies	
Constructs	Guides	Outlines	Studies	
Consults	Identifies	Oversees	Submits	
Coordinates	Implements	Participates	Summarizes	