Job Description - *JOB TITLE*

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*DATE*

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# Purpose

The purpose of this document is to describe the responsibilities of the position of ***JOB TITLE*** for the xxx, as well as the knowledge requirements and skill requirements of the position, together with the personal attributes of the person holding the position.

# Definition of Terms

This Section provides a definition of the special terms used in this document.

| **Term** | **Definition** |
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# Summary of Responsibilities

This Section provides a list of the responsibilities of the position (mandatory and desirable).

# Knowledge Requirements

This Section provides a list of the knowledge requirements for the position (mandatory and desirable).

# Skills Requirements

This Section provides a list of the skills needed for the position (mandatory and desirable).

# Personal Attributes

This Section provides a list of the personal attributes of the person holding the position (mandatory and desirable).