

JOB DESCRIPTION ADDENDUM

1.	Job Duties	(outline any essential duties not listed on the job description - duties may not differ substantially in scope or complexity than those listed on the job description)						
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2.	Degree(s) Required	(specify - for jobs requiring associate degree or higher - may not require a higher degree than the job description specifies)						
3.	License and/or Certification	(clarify/specify those which are required to perform the job)						
	Valid Driver's License :							
	Trade License:							
	Professional License:							
	Other (specify):							
4.	Special Skills and Knowledge	(computer hardware/software, mechanical/electrical tools, etc.)						
5.	Environmental/Working Conditions	(describe aspects of the job that require physical exertion, exposure to elements, or potential hazards)						
6.	Work Schedule (identify days and hours normally worked)							
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	<i>From</i>	8:00 AM	8:00 AM	8:00 AM	8:00 AM	8:00 AM		
	<i>To</i>	5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM		
7.	Other Requirements Not Listed Above							
Name							Date	
	Originator							
	Supervisor							
	Col/Div Admnstr							
	HR Approval							