

14. Describe fully in what detail your assignments are made to you, stating what form (such as – penciled lay-out, rough draft, etc.) your work is in when it comes to you, what decisions have already been made for you, what decisions are left to you.

15. Summarize your work responsibilities, as you understand them.

16. Who checks or reviews your work, and what is the nature of such check?

17. Date	18. Employee Signature
I certify that the entries to the above questions are my own answers to the questions and to the best of my knowledge and belief are correct and complete answers to the questions.	

TO BE COMPLETED BY IMMEDIATE SUPERIOR OF EMPLOYEE

19. Place an X opposite that item in each group which will best describe the work of this position:

- | | |
|---|--|
| <input type="checkbox"/> Simple repetitive routine
<input type="checkbox"/> Repetitive but involves independent decisions in individual cases.
<input type="checkbox"/> Customarily involves independent decisions on order of tasks and methods used.
<input type="checkbox"/> Customarily involves independent decisions as to scope and planning of projects. | <input type="checkbox"/> Does not involve any oversight, planning or supervision of the work of others.
<input type="checkbox"/> Involves some advisory or "straw-boss" supervision of the work of others.
<input type="checkbox"/> Involves the regular but routine supervision of the work of others in the immediate field of activity.
<input type="checkbox"/> Involves responsibility for the planning and assigning of work activities of considerable variety and importance. |
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- | | |
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| <input type="checkbox"/> Requires no previous training or specialized education.
<input type="checkbox"/> Requires some previous training or experience but with NO specialization in the department activity.
<input type="checkbox"/> Requires some previous training or experience WITH some specialization in the department activity.
<input type="checkbox"/> Requires thorough training in the trade or profession but with NO specialization in the department activity.
<input type="checkbox"/> Requires thorough training in the trade or profession WITH specialized experience in the department activity.
<input type="checkbox"/> Requires administrative ability in the trade or profession with advanced training and experience in the department activity. | IF THE POSITION INVOLVES STENOGRAPY CHECK ONE OF THE FOLLOWING
<input type="checkbox"/> Involves occasional or incidental stenography but a qualified stenographer is NOT necessary to fill the position.
<input type="checkbox"/> Involves occasional or incidental stenography and REQUIRES a qualified stenographer.
<input type="checkbox"/> Involves stenography as a major function of the position.
<input type="checkbox"/> Involves stenographic duties of a secretarial nature. |
| <input type="checkbox"/> Is under immediate oversight.
<input type="checkbox"/> Is not under immediate supervision but is performed according to a definitely prescribed practice or procedure.
<input type="checkbox"/> Is under general supervision and makes decisions on ordinary questions of procedure and order of tasks.
<input type="checkbox"/> Is subject to administrative approval and is responsible for planning and initiating of projects | IF THE POSITION INVOLVES TYPING OR KEYBOARDING, CHECK ONE OF THE FOLLOWING
<input type="checkbox"/> Includes occasional or incidental typing but a qualified typist is NOT necessary to fill the position.
<input type="checkbox"/> Includes occasional or incidental typing and REQUIRES a qualified typist.
<input type="checkbox"/> Involves typing as a major function of the position.
<input type="checkbox"/> Involves typing requiring the ability to set up complex tabulations, statistical tables and similar material. |

20. How much formal education should be required in case of a vacancy? Show by the letter "N" in the appropriate space, the least that you would consider to be acceptable, and by a "D" the amount desirable.	Merely read and write	Common school and high school												College			
		1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4

21. Are the above statements of the employee accurate and complete? (Indicate any inaccuracies or incomplete items.)

22. Give your idea of the essential nature of the work and responsibilities of the position and the attention and supervision it requires.

23. Date	24. Signature of Immediate Supervisor
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TO BE FILLED IN BY THE APPOINTING AUTHORITY

25. Comment on above statements of employee and supervisor. (Indicate any inaccuracies)

26. Date	27. Signature of Appointing Authority
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Certificate of Civil Service Commission

28. In accordance with the provisions of Civil Service Law Section 22, the Orleans County Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title:	Jurisdictional Classification:
Date:	Signature: