



College of Agriculture,
Food and Environment
Cooperative Extension Service

COOPERATIVE EXTENSION SERVICE COUNTY SUPPORT STAFF

	STAFF ASSISTANT POSITION DESCRIPTION	Position No. & Name: _____
<p>List this job's <u>key</u> responsibilities in order of importance. Note: Additional copies of this page may be attached if more space is needed. Most jobs have three to five major responsibilities. Please specify the approximate percentage of time spent on each. Major job responsibilities are typically only one or two words.</p>		
1	Major Job Responsibility:	
	Essential Functions & Job Standards:	
	Competencies/Skills:	
	Percent of Time: %	
2	Major Job Responsibility:	
	Essential Functions & Job Standards:	
	Competencies/Skills:	
	Percent of Time: %	
3	Major Job Responsibility:	
	Essential Functions & Job Standards:	
	Competencies/Skills:	
	Percent of Time: %	
4	Major Job Responsibility:	
	Essential Functions & Job Standards:	
	Competencies/Skills:	
	Percent of Time: %	
5	Major Job Responsibility:	
	Essential Functions & Job Standards:	
	Competencies/Skills:	
	Percent of Time: %	
6	Major Job Responsibility:	
	Essential Functions & Job Standards:	

	Competencies/Skills:
	Percent of Time: %
	TOTAL %: 100%