



DIOCESE OF  
FORT WAYNE-SOUTH BEND

915 S. Clinton Street, Fort Wayne, IN 46802 | Phone: 260-422-4611 | Fax: 260-969-9140

## JOB DESCRIPTION QUESTIONNAIRE

New Position     Update Existing Position

Full-Time     Part-Time: \_\_\_\_\_

Salary     Hourly: \_\_\_\_\_

Position Title: \_\_\_\_\_

Date Prepared: \_\_\_\_\_

Department: \_\_\_\_\_

Prepared By: \_\_\_\_\_

Reports To: \_\_\_\_\_

Essential:  Yes, this position is essential     No, this position is not essential

### A. Summary:

Briefly state the general function of this job in 2-4 short sentences:

### B. Essential Duties and Responsibilities:

List the duties and responsibilities of this position. Begin with Daily Functions of the job. Then move on to those considered to be the most important and work down to those that are of lesser importance and indicate approximate percentage of time spent performing it. The percentages should add up to 100%. List no more than 15 primary duties. "Performs other duties as assigned" will be added. (Attach additional pages if needed)

**C. Knowledge, Skills and Abilities:**

Please list the Knowledge (information necessary for task performance), Skills (level of competency or proficiency needed for task performance) and Abilities (traits or capabilities necessary to perform the duties of the job). List no more than 10. (Attach additional pages if needed)

**Knowledge (What knowledge would a person need to have in order to do your job effectively?)**

**Skills Required- All jobs entail Accuracy (Computer programs used: Word, Outlook, and Excel) Include Competency level (beginner, novice, proficient, or expert) needed to succeed.**

**Abilities (Example: individual work, team work, work well with the public, etc.)**

**D. Supervision (if applicable):**

Indicate the number employees supervised by this position (excluding unpaid students, Interns or volunteers).

Includes training, coaching, assigning work, or evaluating. If no employees are supervised, please skip this section.

Number of Employees Supervised:

% of time Supervising (Explain the supervision you are doing.)

**E. Decision Making Authority:**

Provide examples of decisions the position normally makes on its own and for what percentage of time? How much of the overall duties and responsibilities are critiqued, changed, or forwarded for further approval?

**F. Budgetary or Property Responsibility (Includes Operating budget(s), other moneys, building(s), hard/software):**

Provide the overall magnitude of management responsibilities for the Diocese, etc. (e.g., Does the position require bookkeeping or making decisions on how the budget(s) is allocated?)

**G. Problem Solving:**

Select a few of the more complex problems inherent in the position which require creativity, independent judgment, and specialized analysis, and give a brief explanation of what is most difficult about this position?

**H. Accountability:**

Identify what kinds of errors could be made in the performance of the job which would negatively impact the Diocese.

**I. Work Environment and Physical Requirements:**

Identify any environmental demands (i.e., noise level, working inside or outside weather conditions) and describe any physical demands to include lifting weight constraints, bending, stooping, reaching, visibility, etc. In addition, describe any hazards involved, or requirements for wearing personal protective equipment (PPE) for specific duties. (i.e., typical office setting, where lifting 25 lbs to file paperwork might be necessary)

**Lastly, are you performing duties that are not currently included in your responsibilities? If yes, please describe.**

**ADDITIONAL INFORMATION:** Include any other information that will aid in the preparation of an accurate description of this job.

**J. Minimum Education and Experience Requirements:**

How much and what kind of experience and/or education and certifications would normally be required to perform the duties of this position? (example: A degree and 2 year's dealing with accounting.)

**SIGNATURES:** *(PRINT TO SIGN)*

Employee: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Supervisor: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Secretariat: \_\_\_\_\_ Date: \_\_/\_\_/\_\_