



CITY OF NEW ORLEANS

DEPARTMENT OF CIVIL SERVICE POSITION DESCRIPTION

Employee Name: [Click here to enter text.](#)

Working Title: [Click here to enter text.](#)

Civil Service Title and Class Code: [Click here to enter text.](#)

Division/Unit: [Click here to enter text.](#)

Salaried (Exempt) or Hourly (Non-exempt): [Click here to enter text.](#)

Revised Date: [Click here to enter text.](#)

I. Summary of Position

[Click here to enter text.](#)

II. Organizational Relationships

A. Supervisor: [Click here to enter text.](#)

B. Assignments received from: [Click here to enter text.](#)

C. Interacts with: [Click here to enter text.](#)

D. Individuals supervised: [Click here to enter text.](#)

III. Duties and Responsibilities

A. Core Functions (provide at least 3): [Click here to enter text.](#)

B. Additional Responsibilities (if applicable): [Click here to enter text.](#)

C. Physical Requirements, if any: [Click here to enter text.](#)

IV. Examples of Work (provide 3-5 examples)

[Click here to enter text.](#)

V. Qualifications and Skills

A. Minimum Qualifications and Skills Required by Department: [Click here to enter text.](#)

B. Other Qualifications, Skills, and Competencies: [Click here to enter text.](#)