

# JOB DESCRIPTION ADDENDUM

<b>1.</b>	<b>Job Duties</b> (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)																								
<b>2.</b>	<b>Degree(s) Required</b> (specify - for jobs requiring associate degree or higher - may not require a higher degree than the job description specifies)																								
<b>3.</b>	<b>License and/or Certification</b> (clarify/specify those which are required to perform the job)																								
Valid Driver's License :																									
Trade License:																									
Professional License:																									
Other (specify):																									
<b>4.</b>	<b>Special Skills and Knowledge</b> (computer hardware/software, mechanical/electrical tools, etc.)																								
<b>5.</b>	<b>Environmental/Working Conditions</b> (describe aspects of the job that require physical exertion, exposure to elements, or potential hazards)																								
<b>6.</b>	<b>Work Schedule (identify days and hours normally worked)</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 14.28%;">Monday</th> <th style="width: 14.28%;">Tuesday</th> <th style="width: 14.28%;">Wednesday</th> <th style="width: 14.28%;">Thursday</th> <th style="width: 14.28%;">Friday</th> <th style="width: 14.28%;">Saturday</th> <th style="width: 14.28%;">Sunday</th> </tr> </thead> <tbody> <tr> <td style="text-align: right; padding-right: 5px;"><i>From</i></td> <td style="text-align: center;">8:00 AM</td> <td style="text-align: center;">8:00 AM</td> <td style="text-align: center;">8:00 AM</td> <td style="text-align: center;">8:00 AM</td> <td style="text-align: center;">8:00 AM</td> <td></td> <td></td> </tr> <tr> <td style="text-align: right; padding-right: 5px;"><i>To</i></td> <td style="text-align: center;">5:00 PM</td> <td style="text-align: center;">5:00 PM</td> <td style="text-align: center;">5:00 PM</td> <td style="text-align: center;">5:00 PM</td> <td style="text-align: center;">5:00 PM</td> <td></td> <td></td> </tr> </tbody> </table>		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		
	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																				
<b>7.</b>	<b>Other Requirements Not Listed Above</b>																								
	<b>Date</b>																								
Originator																									
Supervisor																									
Job/Div Admnstr																									
HR Approval																									