Job Duty Worksheet

### **Directions:**

1. Refer to the Minimum Qualifications section of the announcement and place this into the Minimal Job Duty Description
2. In the what do you need to do your job column list what you needed to do the job for example hand tools or safety regulations or Microsoft office
3. In the Detailed Job Duty Section use the first two columns to create a narrative for you to use in your resume.

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| --- | --- | --- |
| **Minimal Job Duty Description** | **What do you need to do your Job?** | **Detailed Job Duty Description** |
|  | **Software:****Tools:****Equipment:****Systems:****Rules/Regulations** **Customers:****Miscellaneous:** |  |

Sample of the Job Duties Worksheet for a Mechanic

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| **Minimal Job Duty Description** | **What do you need to do your Job?** | **Detailed Job Duty Description** |
| Diagnose, repair, replace, overhauling, heavy equipment, fabricate parts | **Tools:** Hand tools, engine hoists/jacks, air tools, lathe, mill machine, mig/tig welders, propylene torch | * Use hand tools, engine hoists/jacks, and air tools to work on vehicles and equipment such as: single and double axle dump trucks, tractor-trailers, loaders, motor graders, and mowers. Extensive experience on Ford and Detroit Diesel engines, some familiarity with Cummins engines. Use mig/tig welders and propylene torches, lathes, and mill machines to fabricate parts.
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