



**THE DIOCESE OF COLORADO SPRINGS**

**JOB DESCRIPTION**

**Job Title:** \_\_\_\_\_ **Number:** \_\_\_\_\_

**Reports To:** \_\_\_\_\_ **Evaluation:** Annually

**Department:** \_\_\_\_\_ **Positions Supervised:** \_\_\_\_\_

**Position Classification:**  Exempt  Nonexempt  FT  PT **Hours per Week:** \_\_\_\_\_

**Position Summary:**

**Essential Duties/Responsibilities:**

**Minimum Requirements**

**Education or Formal Training/Experience**

**Knowledge, Skills, and Abilities**

**Work Environment**

Most of the assigned duties are performed in an office environment

**Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.**