



Arkansas Department of the Military
Cabinet Secretary – Brigadier General Olen Chad Bridges,
The Adjutant General

Functional Job Description

Division / Office _____ County _____

Position Number _____ Class Code _____ Grade _____

OPM Job Title _____

Functional Title _____

Agency Number (4 digits) _____ Cost Center (6 digits) _____

Employee Name _____

Minimum Qualifications (from OPM Job Specification):

Please refer to http://www.arkasnas.gov/dfa/personnel_mgmt/opm_classcodes.html to obtain the Minimum Qualifications to list in the section below. You must not make any edits or changes from what OPM has listed.

Job Summary:

Please refer to http://www.arkasnas.gov/dfa/personnel_mgmt/opm_classcodes.html to obtain the Job Summary to list in the section below. You must not make any edits or changes from what OPM has listed.

Job Duties & Responsibilities:

To complete this section the hiring official/supervisor will list all functional job duties that are required by the employee to perform their daily job duties. Please note that these duties may differ from what OPM has stated above in the Job Summary section depending on the position in the agency or unit.

Knowledge, Abilities, & Skills (KAS):

Please refer to http://www.arkansas.gov/dfa/personnel_mgmt/opm_classcodes.html to obtain the Knowledge, Abilities, and Skills to list in the section below. You must not make any edits or changes from what OPM has listed.

Special Requirements (Preferred Skills/License/Experience/Travel/Shift Work/etc.)

Supervisor Printed Name **Date**

Employee Printed Name **Date**

Supervisor Signatures **Date**

Employee Signature **Date**