



REPUBLIC OF LIBERIA
CIVIL SERVICE AGENCY



STANDARD POSITION DUTY STATEMENT

MINISTRY / AGENCY	THIS STATEMENT IS PREPARED IN SUPPORT OF PAN #	REQUEST LETTER REFERENCE AND DATE
RECOMMENDED CLASS TITLE	ACTUAL OR PROPOSED POSITION NUMBER	DUTIES CURRENTLY PERFORMED BY

DUTIES / TERMS OF REFERENCE

STATE THE DUTIES AND RESPONSIBILITIES OF THE POSITION IN DETAIL SO THAT THE DEGREE OF DIFFICULTY OF EACH TASK WILL BE CLEAR. ASSIGN AN APPROXIMATE PERCENT OF TOTAL TIME FOR EACH TASK

Percentage of Time	Listing of Task Performed. Use Reverse Side if more space is needed

SUPERVISORS & SUBORDINATES

LIST OF SUPERVISOR AND SUBORDINATE(S)

Supervision Received by the Position

JOB TITLE OF SUPERVISOR

Supervision Exercised by the Position

NAME OF SUBORDINATES	JOB TITLE OF SUBORDINATES

CONFIRMATION

DETAILS OF THE PERSON WHO FILLED THIS FORM

NAME	JOB TITLE	DATE PREPARED	SIGNATURE