



**Job Evaluation Factors (Check all that apply)**

<b>Formal Education</b> <i>(Minimum Required)</i>	<input checked="" type="checkbox"/> H.S. Diploma or GED required	<input checked="" type="checkbox"/> Bachelor's Degree preferred
	<input type="checkbox"/> Vocational or Technical School required	<input checked="" type="checkbox"/> Education/Experience Equivalent
	<input type="checkbox"/> Associate's Degree preferred	<input type="checkbox"/> Other:

<b>Minimum Experience</b> <i>(Minimum Required)</i>	<input type="checkbox"/> None	<b>Impact On Budget</b>	<input type="checkbox"/> Contributory
	<input type="checkbox"/> One to three years		<input type="checkbox"/> Direct
	<input type="checkbox"/> Three to five years		<input type="checkbox"/> Other:
	<input checked="" type="checkbox"/> Other: One to three years experience in a finance/accounting related position OR Bachelor's Degree in Finance or Accounting		

<b>Decision Making</b> <i>(level of direction &amp; supervision)</i>	<input checked="" type="checkbox"/> Little independent judgment required
	<input type="checkbox"/> Judgment/discretion to make independent decisions within guidelines
	<input type="checkbox"/> Establish Policy & Procedures
	<input type="checkbox"/> Other:

<b>Problem Solving</b> <i>(Typical level encountered over extensive period of time)</i>	<input checked="" type="checkbox"/> By reporting and/or talking to supervisor
	<input checked="" type="checkbox"/> Choices defined in standard work procedures/policies
	<input checked="" type="checkbox"/> Methods chosen before in similar situations
	<input type="checkbox"/> Identification and analysis of diverse problems
	<input type="checkbox"/> Complex, varied and only mildly related to those seen before
	<input type="checkbox"/> Requires understanding/evaluation of impact upon the CCA
	<input type="checkbox"/> Other:

<b>External Contacts</b>	<input checked="" type="checkbox"/> External communication is minimal
	<input type="checkbox"/> Regular contact with general public
	<input type="checkbox"/> External contacts involving difficult formal negotiations
	<input type="checkbox"/> Effectively deal with diverse groups and organizations
	<input type="checkbox"/> Other:

<b>Supervisory Responsibility</b> <i>(Typical level encountered over extensive period of time)</i>	<input checked="" type="checkbox"/> None
	<input type="checkbox"/> Authority limited to direction of temporary employees only
	<input type="checkbox"/> Orient/train others; may act in a lead capacity
	<input type="checkbox"/> Provide leadership/direction to staff on event related issues
	<input type="checkbox"/> Supervise multiple functions, with full responsibility for effective operation & results
	<input type="checkbox"/> Overall responsibility to provide direction and guidance
	<input type="checkbox"/> Other:
Number of Direct Reports: None	

<b>Job-Related Knowledge</b> <i>(knowledge of...)</i>	<input checked="" type="checkbox"/> Basic skills in oral/written communication	<input type="checkbox"/> Microsoft Publisher
	<input checked="" type="checkbox"/> Microsoft Word	<input type="checkbox"/> AutoCad
	<input checked="" type="checkbox"/> Microsoft Excel	<input type="checkbox"/> Financial Management
	<input type="checkbox"/> Microsoft PowerPoint	<input type="checkbox"/> Administrative principles/practices
	<input type="checkbox"/> Microsoft Access	<input checked="" type="checkbox"/> Computers
	<input checked="" type="checkbox"/> Microsoft Outlook	<input checked="" type="checkbox"/> Other: Filing & Bank reconciliation experience
	<input checked="" type="checkbox"/> General knowledge of general ledger accounting, accounts payable and accounts receivable procedures	<input checked="" type="checkbox"/> Ability to analyze information and draw accurate conclusions
	<input checked="" type="checkbox"/> Ability to exercise independent judgment in interpreting and applying procedures to specific cases	<input checked="" type="checkbox"/> Ability to perform accurate arithmetical computations
	<input checked="" type="checkbox"/> Strong attention to detail and ability to multi-task is an asset	<input checked="" type="checkbox"/> Highly organized

**WORKING CONDITIONS/PHYSICAL EFFORT: (Check all that apply)**

<b>Working Conditions</b>		<b>Physical Effort</b>	
<input checked="" type="checkbox"/> Office, computer room	<input type="checkbox"/> High noise environment	<input checked="" type="checkbox"/> Typically sitting at a desk or table	<input checked="" type="checkbox"/> Lifting 11-25 lbs
<input type="checkbox"/> Service Areas	<input type="checkbox"/> High dust, dirt, grease environment	<input type="checkbox"/> Typically standing or walking	<input type="checkbox"/> Lifting 25 lbs or more
<input type="checkbox"/> Flexible work schedules	<input type="checkbox"/> Exposure to moving machinery	<input type="checkbox"/> Bending, crouching, stooping	<input type="checkbox"/> Using Power Tools
<input checked="" type="checkbox"/> Valid TN Driver's License	<input type="checkbox"/> Exposure to chemicals	<input type="checkbox"/> Running, climbing	<input type="checkbox"/> Using Pallet Jack
<input type="checkbox"/> Travel Required	<input type="checkbox"/> Outdoor exposure to weather	<input type="checkbox"/> Intermittently sitting/standing/walking	<input type="checkbox"/> Using Utility Carts
<input type="checkbox"/> Exposure to Customers	<input type="checkbox"/> Requires Pre-employment Physical	<input type="checkbox"/> Climbing ladders/scaffolds	<input type="checkbox"/> Using Forklift
		<input type="checkbox"/> Lifting 10 lbs or less	<input type="checkbox"/> Driving CCA Vehicle

Employee Print  
Name/Date \_\_\_\_\_

Date: \_\_\_\_\_

I have read and understand the job requirements.

Employee's Signature \_\_\_\_\_

Supervisor Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Copies to: Employee  
Department Director  
Personnel File

For HR Use Only (Do not write below this line):