

## **JOB DESCRIPTION ACKNOWLEDGEMENT**

This is to certify that I have been given the opportunity to review my job description entitled \_\_\_\_\_ . This description is intended to indicate the kinds of tasks and levels or work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are similar kind or level of difficulty.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name **(PLEASE PRINT)**

Forward to Human Resources Department

cc: Employee File