

TIPS FOR COMPLETING CARLSON DETTMANN CONSULTING JOB DESCRIPTION QUESTIONNAIRE

The Job Description Questionnaire (JDQ) examples presented may assist you in describing your present position in terms of duties, responsibilities and other requirements, which will provide a basis for objective position evaluation.

Complete the JDQ as carefully and thoroughly as possible. Describe your position as it is now.

TIPS FOR COMPLETION OF THE JDQ:

- **I. Position Summary** – This section should contain a brief statement (1-3 sentences) indicating the reason for the existence of your position. This is the “why” of your position. For example:

“To clerk and execute Judge’s orders for ABC County. To maintain accurate Court records and create written orders to other agencies.”

“To assist the Environmental Health Specialists and Supervisor in the enforcement of public health laws and regulations and promote the accepted principles of sanitation”

“To provide secretarial and clerical support to the Building and Zoning Administrator”

- **II. Essential Accountabilities** – In this section, list the major duties or functions of your position. Think through all the things you do during the course of the year. Organize the various duties/activities into major groupings that serve important purposes or that take major portions of your time. The percentage of time that you do these activities should be reasonably close to 100%.

Then, show the way in which your performance of each function could be measured.

We would expect to see between 5 and 15 essential position tasks for each position.

For example:

“25% Manage files(new case filing,prepare minute Sheets and files for court, number and file Court documents)

Files are current and well prepared for court for judges, officers, and other court officials that court operates Efficiently”

"20% Prepare monthly expense vouchers for payment	Invoices paid timely and accurately with no late fees"
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- **III. Formal Preparation/Experience** – Summarize the formal education and experience required to perform your job. For example:

"1. Graduation from a four-year college in business or public administration. I have a four year degree in business administration and 9 credits towards my master's degree in public administration.

2. Six years business or public management experience. I have 12 years business administration experience in the private sector and 4 years public administration experience working for county government

3. I have my CPA license"

"1. Graduation from High School. I graduated from high school and have a clerk/typist one year degree from a technical college.

2. Two years of on the job training. I have six years of experience with progressively advanced duties.

3. I have taken additional classes in Microsoft Word including the advanced class."

- **IV. Judgments Made** – This section gives a sense of your position's actions and decision making as reflected by the supervision you receive and the policies and procedures under which you act. Example:

"Prepare department vouchers	Department Head	Invoices paid correctly and accurately"
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- **V. Work Relationships** – This section asks you to list frequent or major contacts. For example:

"Vendors	To secure office supplies which meet specifications at favorable costs
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All County Departments	To request agenda items for the County Board meeting"
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- **VI. Work Environment** – Identify what, if any, out of the ordinary work conditions are encountered in your daily work. Indicate percentage of time for each work condition. Example:

“Temperature extreme – 60% - summer heat/winter cold”

- **VII. Problem Solving** – Present a few examples of the typical types of problems that you solve on a regular basis. Include information on who else may assist you with problem resolution. For example:

“Determining appropriate data processing applications needed to provide required information to end users. Included in this problem resolution would be end users and Department Director.”

“Arranging my work schedule to complete work timely, accurately to accomplish everything required of me on my work shift. Immediate supervisor could assist me with prioritizing or time management if needed.”

- **VII. Supervision/Management** – This section provides some measure of your task in supervising others. You may be a field training officer or give work direction and not do performance evaluations, discipline and hire.

The other information provided in this section is a list of equipment and/or tools used in your position and the frequency of their use. Examples:

“PC – continuously” “Electric drill – frequently” “Floor scrubber – occasionally”

- **IX Unusual/Unique Mental Requirements** – Examples:

“I frequently deal with angry customers and it is sometimes difficult to handle the stress associated with this type of situation.

I must be prepared for 911 calls and an example of a unique mental requirement would be to talk someone through CPR until assistance arrives on the scene.”

- **X. Additional Data/Notable Information** – This section provides you the opportunity to comment on any significant aspects of your position not described elsewhere in the questionnaire. Examples could include: special assignments, committees, and membership/leadership in outside organizations required by your position. Anything that you believe may be significant to your position.