

**Official University Job Title**:   
  
**Library Title:**   
  
**Description:** (paragraph)

**Duties:** (list)

**Essential Duties & Responsibilities:**List the essential duties performed as a regular part of the job grouping related duties together in a sentence or paragraph. After listing the specific duties, estimate the percentage of time required to perform each duty, the total equaling 100%.

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| **Essential Functions & Responsibilities (place an \* next to new essential functions assigned to a job)** | **% of Time** |
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