



SARPY COUNTY

NEW JOB CREATION FORM

1. Describe the reason the new job is being created? _____

2. Will the incumbent have supervisory responsibilities? Yes No
If yes, how many direct reports will be supervised? _____
3. What do you see as the primary duties or essential functions of the job? _____

4. What level of education is required to perform the job? _____

5. What type of experience and how many years of each are needed to perform the job? _____

6. Are there specific certifications or licenses needed for this job? Yes No
If yes, please specify what is required. _____

7. What will be the physical demands and working conditions associated with this job? _____

8. Will incumbent have access/knowledge of confidential or sensitive information?
 Yes No If yes, describe the nature of this information. _____

9. What jobs in the department will interact with this new job? _____

10. What other jobs are similar to this job? _____

11. Has this job been funded in the current fiscal year budget? Yes No
12. When do you anticipate hiring an individual for this job? _____

Department Head Signature

Date