

List the major duties. The major are those that are (a) the reason the position was created, (b) regularly performed by the person who holds the position, and/or (c) a significant percentage of all the duties performed by an employee in the position. Consider what would happen to the job if the function were removed. In listing the essential functions, you should seek input from employees as well as supervisors to ensure that the duties listed on the Position Description are actually performed by the employees in the position. When writing out the essential functions of a job, try to use specific and descriptive phrases rather than general language. For example, "contacts computer service repair companies and coordinates repairs of computer equipment" is much more precise and descriptive than "responsible for repair of computer equipment."