

The working title. You don't need to use a fancy title for each job; simply use one that describes the basic function of the position in your organization (e.g., receptionist, secretary). Remember, however, that a Position Description should describe the duties that must be performed by anyone who holds the position, not the duties to be performed by a particular person. Keep in mind that this will be used in determining exemption status under the Fair Labor Standards Act (FLSA).