JOB DESCRIPTION

You would have learned that a job description lists the official title of the job and the main features of said job. It can also include must-have skills. qualifications needed, salary, and who the position reports to, just to name a few. Use the information below along with previous knowledge to create three job descriptions. Select the correct salary and Title then drag and drop the information for qualifications and responsibilities.

Title: _____ Salary: _____ Qualifications: _____ Responsibilities::	Title: _____ Salary: _____ Qualifications: _____ Responsibilities:	Title: _____ Salary: _____ Qualifications: _____ Responsibilities:

$5.95/hour	LEGAL AID	answering phones	data entry
taking messages	filing documents		$4200/m
making photocopies	managing schedules/appointments		data entry
types, processes, and files forms	high school diploma		ACCOUNTS CLERK
creates letters, memos, etc	Proofreads documents		Bachelor's degree
prepares basic financial reports	prepares meeting minutes		
RECEPTIONIST	High School Diploma		$1,100/wk



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