# 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: _____<br>Salary: _____<br>Qualifications: _____<br><br>Responsibilities:: | Title: _____<br>Salary: _____<br>Qualifications: _____<br><br>Responsibilities: | Title: _____<br>Salary: _____<br>Qualifications: _____<br><br>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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