

## EXPERIENCE REQUIREMENTS

OACETT's admissions committee uses the information from the job description, resume and professional reference questionnaires to assess your work experience. Therefore, it is important to provide thorough and precise information for the committee to accurately assess your experience.

### Job Description

A job description summarizes the duties of a position and states the essential responsibilities of the job.

#### REFER TO:

- SECTION 1 - clear guidelines explaining how to present your job description and what it should contain
- SECTION 2 – if you are self employed
- SECTION 3 – if you cannot access a job description
- SECTION 4 - provides a sample job description

#### SECTION 1 - Job Description Guidelines

The job description is a formal document and must be on company letterhead. Your supervisor, manager or other responsible representative of the employer must attest to its current accuracy by including on each page their name, certification or licensure if applicable, title, signature and date of submission to OACETT. This information must be clearly legible.

Include as many of the sections below as possible. If information or specific details are missing, the admissions committee may not be able to give you as much credit as possible for your experience, or it may delay the review if we need to contact you for more information.

- Employment data:** This section should precisely list the company name, address, and contact information; name and title of immediate supervisor or other relevant reporting structure information; and the specific date you began in the position including year/month/day.
- Position Summary:** This section should provide an overview of the job including a summary of the functions, responsibilities, reporting level, autonomy and risk involved, financial responsibility of the position including the scope of the projects or department managed if any.
- Specific Details of the Position:** Details of the position should be listed in specific statements of activities, functions and responsibilities with % of time spent on each. This section should group similar functions together. For example, group technical

# Sample Job Description For Oacett

**Michael L. Skolnik**



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web 4 period until officially relieved released from duty appointment 5 the appointed personnel possess a minimum of an interim secret security clearance 6 the point of contact for this memorandum is undersigned and can be reached at 360 819 9074 tina a tu cpt lg commanding

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