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| Job Title: | Click or tap here to enter text. |
| Department: | Click or tap here to enter text. |
| Reports to: | Click or tap here to enter text. |
| Grade: | Click or tap here to enter text. |
| Supervises: | Click or tap here to enter text. |
| FLSA Status: | Click or tap here to enter text. |
| Prepared by: | Click or tap here to enter text. |
| Date: | Click or tap here to enter text. |
|  |
| Purpose: |
| Essential functions: |
| Position Objectives: |
| **Measured by:** |
| **Minimum Education:** |
| **Minimum Experience:** |
| **Essential Abilities:*** A commitment to the NMCAA philosophy and mission.
* Ability to maintain confidentiality.
* Ability to interact positively with co-workers and clients in a non-judgmental, tactful, and courteous manner.
* Ability to suggest innovative approaches in completing job responsibilities.
* Ability to work openly and cooperatively as a team member.
* Ability to perform physical tasks to carry out specific job duties.
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| **Minimum Skills Required:** |
| **Minimum Physical Expectations:** |
| **Minimum Environmental Expectations:** |