

**JUSTICE ADMINISTRATIVE COMMISSION  
POSITION DESCRIPTION FORM**

<b>SMS <input type="checkbox"/> SMS Retirement/Benefits</b> <b>SMS <input type="checkbox"/> Benefits Only</b> <b>Regular Service Employee <input type="checkbox"/></b>	<b>SMS <input type="checkbox"/> Designated/Compulsory</b> <b>Special Risk <input type="checkbox"/></b>
Position Number: _____	Security Role Code: <input type="checkbox"/> (E) Employee <input type="checkbox"/> (U) People First Org Access <input type="checkbox"/> (R) Job Posting Access
Employee Name: _____	<input type="checkbox"/> Included (non-exempt) <input type="checkbox"/> Excluded (exempt)
Name of Circuit: _____	29 Digit Account Code: _____
Present FTE: _____	New FTE: _____
Present Headquarters/County Code: _____	New Headquarters/County Code: _____
Present Position Location Address: _____ _____	New Position Location Address: _____ _____
Present Position County Code: _____	New Position County Code: _____
Present Org Code: _____	New Org Code: _____
Present Pay Plan: _____	New Pay Plan: _____
Present Class Title: _____	New Class Title: _____
Present Class Code: _____	New Class Code: _____
Present Reports to: _____	New Reports to: _____
CJIP Incentive Payment <input type="checkbox"/>	Effective Date: _____

**Reason for submitting this form:**

Approved By:

Classification Change: \_\_\_\_\_  
 County Change: \_\_\_\_\_  
 Establish New Position: \_\_\_\_\_  
 Delete Position: \_\_\_\_\_  
 FTE Change: \_\_\_\_\_  
 Other (explain below): \_\_\_\_\_

Signature

Date

Title

Comments: \_\_\_\_\_  
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