SAN DIEGO COMMUNITY COLLEGE DISTRICT

LIST OF DUTIES (sample format)

List the major duties that are performed in this assignment. Begin with the work that is the most important or most frequent. List duties in column A (Attach additional sheets if necessary), list the approximate percentage of the total monthly time spent on that activity in column B. List the frequency in column C (daily, weekly, monthly, etc.).

A.	B.	C.
D U T Y	**% OF TIME**	**FREQUENCY**

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A.	**B.**	**C.**