

Binghamton University

Americans' With Disabilities (ADA) Position Description Form

This form is to be used to analyze each position to determine: (1) whether applicants are "qualified" for employment in the position; and (2) what job sites and equipment may be require modification in the event reasonable accommodation is necessary for an applicant or employee.

Date Prepared:

Department:

Prepared by:

Extension:

Title of Vacant Position:

Line Item:

Job Objectives (Purposes of the position):

Essential Job Functions (Functions essential to attaining job objectives):

- A.
- B.
- C.
- D.
- E.

Job Standards (Minimum qualifications needed to perform essential job functions. Since Classified positions standards are determined by the NYS Department of Civil Service, write "Classified Service", otherwise list standards):

Job Location (Place(s) where work is performed):

Equipment (Machines, devices, tools, etc., used in job performance):

Non-essential Functions (Marginal tasks performed by incumbent of this position):

Remarks: