


# Grant County Personnel Policy

DATE ISSUED: 04/15//2015	EFFECTIVE DATE: 04/15/2015
APPROVED:  Richard Stevens, Chair, Board of County Commissioners	04-07-15 Date Signed
LAST REVISED: N/A	CONTACT: Human Resources

**301 – Job Descriptions**

Job descriptions are designed to outline essential functions, primary duties, accountabilities, minimum qualifications and job scope. It is our expectation that each employee will offer his/her services, within the approved scope of the job's responsibilities, and other duties as assigned. Job Descriptions are maintained through the Human Resources Department and copies are available in each office or department.