

TASK STATEMENTS

Each task statement answers four (4) questions:

1. What **action** is performed?

Starts with 1-3 action verbs describing the group of duties followed by 1-3 specific examples of how the action is performed

2. What is **produced** by performing the actions?

Typically starts with “in order to...”

3. For what **purpose** are the actions performed?

Typically starts with “to ensure...”

4. What **aids, equipment, software, or tools** would they use?

Typically starts with "utilizing..." & tools *may* appear in the position concept