

CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES
Instructions for Completing and Submitting the New Position Duties Statement Form
9/14/2006

General Instructions for Completing the New Position Duties Statement Form:

The New Position Duties Statement (NPDS) form is a two page document available in two (2) formats. One is an Adobe Acrobat .pdf format that may be printed from the Chautauqua County Government website and completed by hand or typewriter. The other version is a MS Word document that is completed on a PC using MS Word. The NPDS form is a tool to collect the information that authorized agency personnel will complete to fully describe the duties and other data for a position not yet classified by the Chautauqua County Department of Human Resources.

Instructions for Completing the MS Word Version of the form:

You should save the original form on your PC in a place that you can access it quickly. Each time you need to complete and print this form you should use the steps listed below:

1. Open the saved original document, or access the original form from the website.
2. Begin completing the form by keying information in the fields as appropriate. Pressing the Tab key will navigate the cursor through the text fields. You may also click in a text field where you want to key an entry. You can select and deselect the check boxes by clicking on them.
3. After all sections of the form are complete, print the form so that it may be signed, dated and sent to our office along with any attachments. You may wish to save the completed document to your PC by choosing "File – Save As..." from the MS Word menu. Give the document a unique name and save it to your PC. The original template should never be saved with any changes so that it will always be available as a "blank" form each time you open it.

Submitting the Completed NPDS Form to the Chaut. Co. Department of Human Resources:

The form you printed and signed should be sent to the Human Resources Office with any required attachments.