




SEARCH FOR CURRENT JOB DESCRIPTION

(JOB PREPARER)

Step #	Directions	Visual Example								
1	Job Preparer clicks on Job Catalog and searches for position # to see if a job description already exists and if it is up to date in JDX (this includes job descriptions that were transferred from FastClass)	<div><p>Job Catalog</p></div>								
2	Search by the job code or job title or position number, click the check box, then double click on the job you are looking for.	<table><tr><th>Department Name</th><th>Internal Identifier:</th><th>Position Number:</th><th>System Title</th></tr><tr><td>IR7624-OIT Business Services</td><td></td><td>40281974</td><td><input checked="" type="checkbox"/> ADMIN OFCR 3 (40281974)</td></tr></table>	Department Name	Internal Identifier:	Position Number:	System Title	IR7624-OIT Business Services		40281974	<input checked="" type="checkbox"/> ADMIN OFCR 3 (40281974)
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