

STATE OF FLORIDA  
JUSTICE ADMINISTRATION

**POSITION DESCRIPTION**

SMS  SMS Retirement/Benefits

SMS  Designated/Compulsory

SMS  Benefits Only

Regular Service Employee

Position Number:	Security Role Code: <input type="checkbox"/> (E) Employee <input type="checkbox"/> (U) People First Org Access
Employee Name:	<input type="checkbox"/> <b>Included (non-exempt)</b> <input type="checkbox"/> <b>Excluded (exempt)</b>
Name of Circuit:	Account Code:
Present FTE:	New FTE:
Present Headquarters/County Code:	New Headquarters/County Code:
Present Position Location Address:	New Position Location Address:
Present Position County Code:	New Position County Code:
Present Org Code:	New Org Code:
Present Pay Plan:	New Pay Plan:
Present Class Title:	New Class Title:
Present Class Code:	New Class Code:
Present Reports to:	New Reports to:
CJIP Incentive Payment <input type="checkbox"/>	Effective Date:

**Reason for submitting this form:**

Classification Change: \_\_\_\_\_

County Change: \_\_\_\_\_

Establish New Position: \_\_\_\_\_

Delete Position: \_\_\_\_\_

FTE Change: \_\_\_\_\_

Other (explain below): \_\_\_\_\_

Approved By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

DUTIES AND RESPONSIBILITIES: (Discretionary on part of agency; not required by JAC)

attach additional sheets if necessary to properly describe the position