



## Glossary of Terms for Job Descriptions

### A

- Act:** To exert one's powers in such a way as to bring about an effect; to carry out a purpose.
- Add:** To affix or attach; to perform mathematical addition of figures.
- Administer:** To manage or direct the application or execution of; to administrate.
- Adopt:** To take and apply or put into practice; to accept, as a report.
- Advise:** To give advice to; to recommend a course of action (not simply to tell or inform).
- Affirm:** To confirm or ratify.
- Align:** To arrange or form in a line.
- Amend:** To change or modify.
- Analyze:** To study the factors of a situation or problem in order to determine the solution or outcome. Factors studied should be unrelated and then from this information individual makes a decision. Studies various unrelated facts to arrive at a conclusion.
- Anticipate:** To foresee events, trends, consequences or problems.
- Apply:** To adjust or direct; to put in use, as a rule.
- Appraise:** To evaluate as to quality, status, and effectiveness.
- Approve:** To sanction officially; to accept as satisfactory; to ratify (thereby assuming responsibility for). Used only in the situation where individual has final authority.
- Arrange:** To place in proper order.
- Ascertain:** To find out or learn for a certainty.
- Assemble:** To collect or gather together in a predetermined order; to fit together the parts of.
- Assign:** To fix, specify or delegate; legally, to transfer or make over to another.
- Assist:** To lend aid; to help; to give support to.
- Assume:** To take to or upon oneself. To undertake.
- Assure:** To confirm; to make certain of; to state confidently.
- Attach:** To bind, fasten; to tie, connect.
- Attend:** To be present for the purpose of making a contribution.
- Audit:** Final and official examination of accounts.
- Authorize:** To empower; to permit; to establish by authority.

### B

- Balance:** To arrange or prove so that the sum of one group equals the sum of another.
- Batch:** To group into a quantity for one operation.

## C

Calculate: To ascertain by computation.  
Cancel: To strike out, cross out, or revoke.  
Carry: To convey through the use of the hands.  
Center: To place or fix in or at the center; to collect to a point.  
Chart: To draw or exhibit in a chart or graph.  
Check: To examine; to compare for verification. Indicate if subsequent examination.  
Circulate: To disseminate; to distribute in accordance with a plan.  
Classify: To separate into groups having systematic relations.  
Clear: To obtain the concurrence, dissent or agreement of other officers prior to signature.  
Clear: (Office equipment) to renew a previous accumulation of figures.  
Closet: To end or terminate.  
Code: To transpose words or figures into symbols or characters (letters or numbers).  
Collaborate: To work or act jointly with others.  
Collate: To bring together in a predetermined order.  
Collect: To gather facts or data; to assemble, to accumulate.  
Compile: To collect into a volume; to compose out of materials from other documents.  
Compose: To make up; to fashion, to arrange.  
Consolidate: To combine into a single whole.  
Construct: To set in order mentally, to arrange.  
Consult: To seek the advice of another; to confer; to refer to.  
Control: To directly exercise guiding or restraining power over.  
Cooperate: To act or operate jointly with others (to collaborate).  
Coordinate: To bring into common action, condition, etc.  
Correlate: To establish a mutual or reciprocal relation.  
Copy: To make a copy or copies of; to transfer or reproduce information.  
Correct: To rectify, to make right.  
Cross Foot: To add across, horizontally.  
Cross Off: To line out, to strike out.  
Cross Out: To eliminate by lining out.

## D

Date Stamp: To note the date by stamping.  
Delegate: To entrust to the care or management of another.  
Delete: To erase, to remove.  
Determine: To fix conclusively or authoritatively; to decide; to make a decision.  
Develop: To evolve; to make apparent; bring to light; to make more available or usable.  
Direct: To regulate the activities or course of; to govern or control, to give guidance to.  
Disassemble: To take apart.  
Discuss: To exchange views for the purpose of arriving at a conclusion.  
Disseminate: To spread information or ideas.

Distribute: To divide or separate into classes; to pass around, to allot.

Divide: To separate into classes or parts, subject to mathematical division.

Draft: To write, or compose papers or documents in rough, preliminary, or final form. Often for clearance and approval by others.

## E

Edit: To revise and prepare as for publications.

Effectively Recommends: Person recommending the action or procedure initiates the action or procedure; subject only to the routing or administrative control of some other person.

Establish: To set up; to institute; to place on a firm basis.

Evaluate: To appraise; to ascertain the value of.

Examine: To investigate; to scrutinize; to subject to inquiry by inspection or test. Indicate if subsequent check or examination.

Execute: To give effect; to follow through to the end; complete.

Exercise: To bring to bear or employ actively, as exercise authority or influence.

Expedite: To hasten the movement or progress of; to remove obstacles; to accelerate.

## F

Facilitate: To make easy or less difficult.

Feed: To supply material to a machine.

Figure: To compute.

File: To lay away papers, etc., arranged in a methodical manner.

Fill In: To enter information on a form.

Find: To locate by search.

Flag: To mark in some distinctive manner.

Follow-Up: To check the progress of; to see if results are satisfactory.

Formulate: To put into a systemized statement; to develop or devise a plan, policy or procedure.

Furnish: To provide, supply, or give.

## I

Implement: To carry out; to perform acts essential to the execution of a plan or program; to give effect to.

Inform: To instruct; to communicate knowledge of.

Initiate: To originate; to begin; to introduce for the first time; as a plan, policy, or procedure.

Insert: To put or thrust in; to introduce, as a word in a sentence.

Inspect: To examine carefully and critically.

Instruct: To impart knowledge to; to supply direction to.

Instructions: To furnish with directions; to inform.

Definite Instructions: Precise in detail, explicit, limited in determining the course to follow.

Interpret: To explain the meaning of; to translate; to elucidate.  
Interview: To question in order to obtain facts or opinions.  
Intensive: Exhaustive or concentrated, extreme, high degree.  
Inventory: To count and make a list of items.  
Investigate: To inquire into systematically.  
Issue: To distribute formally.  
Itemize: To state in terms or by particulars; to set or note down in details.

## L

Line: To cover the inside surface; to rule.  
List: To itemize.  
Locate: To search for and find; to position.

## M

Maintain: To hold or keep in any condition; to keep up-to date or current, as records.  
Make: To cause something to assume a designated condition.  
Manage: To control and direct; to guide; to administer.  
Measure: To determine length or quantity of  
Merge: To combine.  
Mix: To unite or blend into one group or mass.  
Multiply: To perform the operation of multiplication.

## O

Observe: To perceive or notice, watch.  
Open: To enter upon, to spread out; to make accessible.  
Operate: To conduct or perform activity.  
Organize: To arrange in interdependent parts; to systematize.  
Originate: To produce as new.  
Outline: To make a summary of the significant features of a subject

## P

Participate: To take part in.  
Perform: To carry on to a finish; accomplish; to execute.  
Plan: To make ready for a particular purpose.  
Post: To transfer or carry information from one record to another.  
Process: To subject to some special treatment, to handle in accordance with prescribed procedures.

Program: To make a plan or procedure.

Purpose: To offer for consideration or adoption.

Provide: To supply for use; to furnish; to take precautionary methods in view of a possible need.

Purchase: To buy or procure.

## R

Rate: Appraise or assess; to determine the rank or quality.

Read: To learn or be informed of by reading.

Receive: To take as something that is offered.

Recommend: Suggest courses of action or procedures to other persons who have the primary responsibility for adopting and carrying out the action or procedures recommended. The action or procedure is studied by the person receiving the recommendation, who then decides what course should be taken and initiates the resulting action or procedures.

Reconstruct: To construct again; to restore.

Record: To register; to make a record of.

Refer: To direct attention; to make reference as in referring to record.

Register: To enter in a record or list.

Release: To permit the publication of, dissemination of; at a specified date but not before.

Remit: To transmit or send as money in payment.

Render: To furnish, contribute.

Represent: To take the place of.

Request: To ask for something.

Require: That which must be accomplished.

Requisition: To make a request for (usually records or supplies).

Report: To furnish information or data.

Responsibility: Accountability for decisions.

1. Complete Responsibility: Individual has complete authority to take whatever action he or she deems advisable or necessary. subject only to the policies or general rules laid down by his immediate supervisor.
2. Delegated Responsibility: Individual has the authority to take whatever action he or she deems advisable or necessary and may initiate and carry out the action but is required to advise superiors of the action taken when deemed necessary. Must inform superiors of non-routine situations.
3. General Responsibility: The individual is required to get supervisor's approval before taking action which she or he believes is required or advised.

Review: To go over or examine deliberately or critically, usually with a view to approval or dissent. Analyze results for the purpose of giving an opinion.

Revise: To make a new, improved or up-to-date version of.

Route: To prearrange and direct locations to which and article is to be sent.

Routine: Regular procedure, course, or normal course or business or official duties. (Non-Routine: Irregular or infrequent situations that arise relating to business or official duties.

Characteristic of higher-level jobs.)

## S

Scan: To examine point by point; to scrutinize. To read hastily or to glance at.

Schedule: To plan a timetable; to set specific times for.

Screen: To examine closely, generally so as to separate one group or class from another.

Search: To look over and through for the purpose of finding something.

Secure: To get possession of; to obtain.

See: To make certain of; to learn through observation.

Select: Chosen from a number of others of similar kind.

Separate: To set apart for others for special use; to keep apart.

Sign: To affix a signature to.

Sort: To put in a definite place or rank according to kind, class, etc.

Stack: To pile up

Stimulate: To excite, rouse, or spur on.

Study: To consider attentively; to ponder or fix the mind closely upon a subject.

Submit: To present information to others for their decision and judgment

Subtotal: To take an interim total.

Subtract: To deduct one number from another.

Summarize: To make an abstract; to brief.

Supervise: To oversee. To inspect with authority. To guide and instruct with immediate responsibility for subordinate's performance; to superintend; to lead.

1. Direct Supervision: Involves guidance and direction over individuals who report to and are directly responsible to the supervisor. Includes supervision of work training, and personnel functions.
2. Close Supervision: Individual does not use own initiative. Is instructed by supervisor as to the solution and selection of the proper procedures to follow.
3. Limited Supervision: Individual proceeds on own initiative in compliance with policies, practices, and procedures prescribed by immediate supervisor.
4. General Supervision: Involves guidance and direction actual]y carried out by the immediate supervisor.

5. Supervision of Work: Includes work distribution, scheduling, training, answering of questions related to work, assisting in solving problems, etc. Does not include any personnel functions such as salaries, discipline, promotions, etc.
6. Training Responsibility: Involves advice, information, and guidance on specialized matters; involves no authority. Gives instruction in regard to procedures.

Survey: To determine the form, extent position, etc., of a situation, usually in connection with gathering of information.

## T, U, V, W

Tabulate: To form into a table by listing; to make a listing.

Trace: To record the transfer of an application or document; to copy as a drawing.

Train: To increase skill or knowledge by capable instruction (usually in relation to predetermined standard).

Transcribe: To make a typewritten copy from shorthand notes or a dictated record; to write copy of.

Transpose: To transfer; to change the usual place of order.

Type: To typewrite.

Underline: To emphasize or identify by drawing a line under the characters or subject.

Verify: To prove to be true or accurate; to confirm or substantiate; to test or check the accuracy of.

Write: To form characters, letters, or words with pen or pencil; to fill in, as a check or form. To express or communicate through the use of the written word. To compose, to create as author.