Generating a Job Description Report in PeopleSoft

Job Descriptions for JCCP Statewide (SWD) and Law Enforcement (LE) Job Codes are accessible in PeopleSoft using the following navigation path:

1   **Main Menu > Self Service > Job Description Report > Enter Job Code > Search > View Job Report**
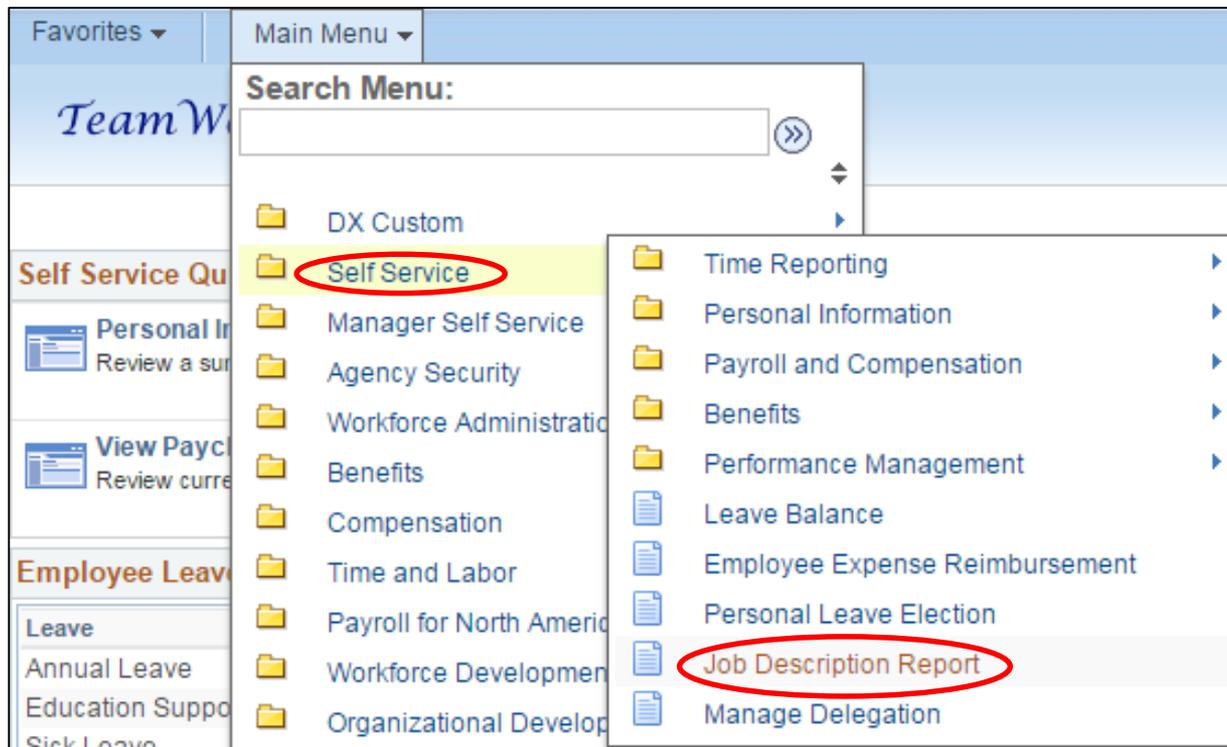
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2 Enter a **Job Code** and click **Search**

Accessing the Job Description Report in PeopleSoft (continued)

3 To view the Job Description,
click the **View Job Report** button

State Of Georgia Job Description

Job Code:	LEP021
Description:	Attorney 2
Functional Level:	Professional PRO
Plan:	SWD Statewide Salary Plan
Grade:	L
Salary Range:	$40,982.94 — $58,547.06 — $71,720.15

View Job Report

Return to Search

4 The following is a screen shot of the **Job Description Report.**

State of Georgia Job Description

Job Family:	Legal
Job Code:	LEP021
Job Title:	Attorney 2
Functional Level:	Professional (PRO)
Pay Plan:	Statewide Salary Plan (SWD)
Grade:	L
Salary Range:	$40,982.94 - $58,547.06 - $71,720.15

Job Summary:
Under general supervision, provides analysis and/or recommendations on legal issues within the scope and authority of the agency. Acts as a liaison or representative between the agency and Department of Law.

Primary Duties & Responsibilities:
- Acts as a resource to answer questions and evaluates the status of reimbursements or recoupments
- Coordinates and implements due process procedures and procedures for appeals
- Develops, oversees, and implements administrative processes designed to maintain and monitor the legal compliance of department processes
- Drafts amendments to existing contracts and standardized letters and notices related to