**JOB TASK ANALYSIS**

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| **IMPORTANCE SCALE** | **FREQUENCY SCALE** |
| **0** – NOT PERFORMED | **0** – NOT PERFORMED |
| **1** – NOT IMPORTANT | **1** – EVERY FEW MONTHS TO YEARLY |
| **2** – SOMEWHAT IMPORTANT | **2** – EVERY FEW WEEKS TO MONTHLY |
| **3** – IMPORTANT | **3** – EVERY FEW DAYS TO WEEKLY |
| **4** – VERY IMPORTANT | **4** – EVERY FEW HOURS TO DAILY |
| **5** – EXTREMELY IMPORTANT | **5** – HOURLY TO MANY TIMES EACH HOUR |
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| **TASK DESCRIPTION** | **IMPORTANCE** | **FREQUENCY** |
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