

Blinn College's Guide to Developing Competence-based Job Descriptions

Overview

A job description serves multiple purposes:

- Provides essential information for assigning the appropriate pay grade, job functions, and title for the job
- Assists in recruiting and interviewing
- Identifies the essential functions of the job and job specific competencies
- Provides an understanding of the duties, accountabilities, and responsibilities that an employee is expected to fulfill

Competencies are described as the knowledge, skills, behaviors, and personal characteristics that help differentiate superior performance from average performance.

What is Included

There are three types of competencies that can be defined as “general/organizational” or “specific/individual.”

- Skills- Abilities needed to fulfill job duties
- Knowledge- Areas of specialty or expertise
- Behavior- Characteristics an employee must display on the job

General/Organizational- These need to be demonstrated by everyone in the organization, and will provide the basis for performance evaluations. Examples:

- Compliance- Honoring Blinn's policies and regulatory requirements
- Customer Focus- striving for high customer satisfaction, going out of your way to be helpful

- Communication- balancing listening and talking, speaking and writing clearly and accurately, keeping others informed
- Collegiality- being helpful, respectful, approachable, and team oriented
- Initiative- taking ownership of work and doing what is needed without being asked
- Efficiency- planning ahead, managing time well, being on time, and thinking of better ways to do things
- Coachability- being receptive to feedback, willing to learn, and embracing continuous improvement
- Leadership- setting clear expectations, reviewing progress, providing feedback and guidance, and holding people accountable

Specific/Individual- These competencies need to be demonstrated by people performing specific job duties, and will be the basis for performance evaluation.

Job Description Format

- **Job Information-**includes job title, FLSA status, EEO class, contract length, supervisor, salary grade, campus, and revision date
- **Job Summary-** one or two sentences summarizing the purpose of the job
- **Principal Accountabilities-**a list of primary tasks and responsibilities this job is expected to perform as well as the end results that are to be achieved
- **Minimum Qualifications-** a list of experience, education, and certifications required
- **Minimum Competencies-** a list of skills, knowledge, and behaviors that are required
- **Preferred Qualifications-** a list of experience, education, and certifications preferred
- **Preferred Competencies-** a list of skills, knowledge, and behaviors preferred

Blinn College's Job Description Format

JOB TITLE:		DBM:	
CAMPUS:		FLSA:	
DEPARTMENT:		REPORTS TO (NAME):	
CONTRACT LENGTH:		EEO CLASS:	
DATE PREPARED/REVISED:			

Job Summary BRIEFLY (UP TO 50 WORDS) DESCRIBE THE JOB'S PURPOSE. WHY DOES THIS JOB EXIST?
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Principal Accountabilities DESCRIBE THE JOB'S ACTIVITIES IN TERMS THAT ENABLE SOMEONE WHO KNOWS NOTHING ABOUT THE JOB TO UNDERSTAND WHAT IS DONE IN EACH ACTIVITY. THEN SPECIFY THE END RESULT EACH ACTIVITY IS TO ACHIEVE.	% of Time in this activity
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

11.	
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THE QUALIFICATIONS LISTED BELOW MUST SUPPORT THE ESSENTIAL FUNCTIONS AND SERVE AS THE PRIMARY CRITERIA FOR SELECTING CANDIDATES.

Minimum Qualifications: (Education, experience, and any other certifications or clearances)

1.

Minimum Competencies: (Skills, knowledge, and behaviors)

1.

Preferred Qualifications: (Education and experience)

1.

Preferred Competencies: (Skills, knowledge, and behaviors)

1.

Working Conditions:

ARE THERE PARTICULAR WORKING CONDITIONS ASSOCIATED WITH THIS JOB THAT SHOULD BE NOTED (I.E., WORKING ENVIRONMENT, HOURS OF WORK, WORKSPACE, ETC.)? YES NO IF YES, PLEASE EXPLAIN:

Physical and Mental Requirements (please use checklist and check all appropriate):

- | | | |
|---|---|---|
| <input type="checkbox"/> Heavy lifting, 45 to 70 lbs. | <input type="checkbox"/> Walking | <input type="checkbox"/> Operating office equipment |
| <input type="checkbox"/> Moderate lifting, 15 to 44 lbs. | <input type="checkbox"/> Standing | <input type="checkbox"/> Operating motor vehicle |
| <input type="checkbox"/> Light lifting, under 15 lbs. | <input type="checkbox"/> Sitting | <input type="checkbox"/> Seeing |
| <input type="checkbox"/> Heavy carrying, 45 to 70 lbs. | <input type="checkbox"/> Crawling | <input type="checkbox"/> Identifying colors |
| <input type="checkbox"/> Moderate carrying, 15 to 44 lbs. | <input type="checkbox"/> Twisting | <input type="checkbox"/> Depth perception |
| <input type="checkbox"/> Light carrying, under 15 lbs. | <input type="checkbox"/> Kneeling | <input type="checkbox"/> Hearing (with aid) |
| <input type="checkbox"/> Straight pulling | <input type="checkbox"/> Pushing | <input type="checkbox"/> Hearing (without aid) |
| <input type="checkbox"/> Pulling hand over hand | <input type="checkbox"/> Stooping | <input type="checkbox"/> Writing |
| <input type="checkbox"/> Repeated bending | <input type="checkbox"/> Climbing Stairs | <input type="checkbox"/> Counting |
| <input type="checkbox"/> Reaching above shoulder | <input type="checkbox"/> Climbing ladders | <input type="checkbox"/> Reading |
| <input type="checkbox"/> Simple grasping | <input type="checkbox"/> Operating mechanical equipment | <input type="checkbox"/> Telling time |
| <input type="checkbox"/> Dual simultaneous grasping | | |

Other (specify):

Environmental Requirements (please use checklist and check all appropriate):

- | | | |
|--|---|--|
| <input type="checkbox"/> Travel by car _____ % of time | <input type="checkbox"/> Constant noise | <input type="checkbox"/> Working around moving objects or vehicles |
| <input type="checkbox"/> Travel by van _____ % of time | <input type="checkbox"/> Silica, asbestos, etc. | |
| <input type="checkbox"/> Travel by bus _____ % of time | <input type="checkbox"/> Fumes, smoke, or gases | <input type="checkbox"/> Working below ground |
| <input type="checkbox"/> Travel by plane _____ % of time | <input type="checkbox"/> Dust | <input type="checkbox"/> Working on ladders or scaffolding |
| <input type="checkbox"/> Outside | <input type="checkbox"/> Grease and Oils | |
| <input type="checkbox"/> Inside | <input type="checkbox"/> Solvents | <input type="checkbox"/> Working with hands in water |
| <input type="checkbox"/> Excessive heat | <input type="checkbox"/> Radiant/electrical energy | |
| <input type="checkbox"/> Excessive cold | <input type="checkbox"/> Slippery/uneven walking surfaces | <input type="checkbox"/> Vibration |
| <input type="checkbox"/> Excessive humidity | <input type="checkbox"/> Working around machines with moving parts and moving objects | <input type="checkbox"/> Working closely with others |
| <input type="checkbox"/> Excessive dampness/chill | | <input type="checkbox"/> Working alone |

Other (specify):

ACKNOWLEDGEMENT OF POSITION DESCRIPTION

I have read and understand the job duties for the position outlined above.

Employee Signature

Date

I certify this job description accurately reflects the needs of Blinn College relative to function, tasks and duties required of this position.

Supervisor Signature

Date

Reviewing Manager Signature

Date

HUMAN RESOURCES OFFICE USE ONLY

HR Approval

Date

Action Words

Accepts	to receive as true; to regard as proper, normal, and inevitable.
Accounts	to give a report on; to furnish a justifying analysis or explanation.
Accumulates	to collect; to gather.
Achieves	to bring to a successful conclusion.
Acknowledges	to report the receipt of.
Acquires	to come in possession of.
Activates	to mobilize; to set into motion.
Acts	to perform a specified function.
Adapts	to suit or fit by modification.
Adjusts	to bring to a more satisfactory state; to bring the parts of something to a true or more effective position.
Administers	to manage or direct the execution of affairs.
Adopts	to take up and practice as one's own.
Advises	to recommend a course of action; to offer an informed opinion based on specialized knowledge.
Advocates	to recommend or speak in favor of.
Affirms	to assert positively; to confirm.
Aligns	to arrange in a line; to array.
Allots	to assign as a share.
Alters	to make different without changing into something else.
Amends	to change or modify for the better.
Analyzes	to separate into elements and critically examine.
Answers	to speak or write in reply.
Anticipates	to foresee and deal with in advance.
Applies	to put to use for a purpose; to employ diligently or with close attention.
Appoints	to name officially.
Appraises	to give an expert judgment of worth or merit.
Approves	to accept as satisfactory; to exercise final authority with regard to commitment of resources.
Arranges	to prepare for an event; to put in proper order.
Ascertains	to find out or discover through examination; to find out or learn for a certainty.
Assembles	to collect or gather together in a predetermined order from various sources.
Assesses	to determine value of; to evaluate.
Assigns	to specify or designate tasks or duties to be performed by others.
Assists	to help or aid others in the performance of work.
Assumes	to undertake; to take for granted.
Assures	to give confidence; to make certain of.
Attaches	to connect; to bind or affix to.
Attains	to come into possession of; to arrive at.

Attends	to be present.
Audits	to examine officially with intent to verify.
Awards	to confer or bestow.
Balances	to compute the difference between the debits and credits of an account; to reconcile accounts.
Batches	to assemble into a group for one operation.
Budgets	to plan expenditures.
Builds	to construct.
Calculates	to make a mathematical computation.
Calls	to communicate with by telephone; to summon; to announce.
Cancels	to mark out; to invalidate. (printing – to delete).
Certifies	to confirm as accurate or true.
Charts	to draw or plot data (as on a graph); to make a detailed plan.
Checks	to verify; to compare with a source.
Circulates	to pass from person to person or place to place.
Clarifies	to make easier to understand; to explain.
Classifies	to arrange or organize according to systematic groups, classes or categories.
Clears	to gain approval of others; to free from obstruction; to authorize; to get rid of.
Closes	to bring to a conclusion; to bar passage; to shut; to suspend or to stop operations.
Codes	to use symbols (letters or numbers) to represent words.
Collaborates	to work jointly with; to cooperate with others.
Collates	to organize or assemble in a predetermined sequence.
Collects	to gather.
Communicates	to impact a verbal or written message; to transmit information.
Compares	to examine for the purpose of discovering resemblances or differences.
Compiles	to put together information; to collect from other documents.
Completes	to finish; to carry out fully.
Complies	to act in accordance with rules, requests.
Composes	to make by putting parts together; to create; to write (an original letter, report, instructions).
Computes	to determine or calculate mathematically.
Concurs	to agree with a position, statement, action or opinion.
Condenses	to make more compact.
Conducts	to carry on; to direct the execution of.
Confers	to compare views; to consult.
Confirms	to give approval to; to assure the validity of.
Consolidates	to bring together.
Constructs	to make or form by combining parts; to draw with suitable instruments and under specified conditions.
Consults	to seek advice of others; to give professional advice or services.
Contacts	to communicate with.
Contributes	to supply or give something; to submit for publication.
Controls	to measure, interpret and evaluate actions for conformance with plans or desired results.
Converts	to alter the physical or chemical nature of something; to alter for more effective utilization.

Conveys	to move from one place to another; to transport; to communicate.
Convinces	to persuade; to cause others to believe something, using evidence and/or argument.
Coordinates	to regulate, adjust or combine the actions of others to attain harmony.
Copies	to duplicate an original.
Corrects	to make or set right; to alter or adjust to conform to a standard.
Correlates	to establish or demonstrate a casual, complimentary, parallel or reciprocal relation.
Corresponds	to communicate with.
Counsels	to advise; to consult with.
Creates	to bring into existence; to produce through imaginative skill.
Debugs	to detect, locate and remove mistakes from a routine of malfunctions from a computer.
Decides	to arrive at a solution; bring to a definitive end.
Delegates	to commission another to perform tasks or duties which may carry specific degree of accountability and authority.
Deletes	to strike out or remove.
Delivers	to set free; to convey; to send to an intended destination.
Demonstrates	to illustrate and explain, especially with examples
Describes	to represent by a figure, model or picture; to trace the outline of; to give an account of in words.
Designs	to conceive, create and execute according to plan.
Determines	to resolve; to fix conclusively or authoritatively.
Develops	to disclose, discover, perfect or unfold a plan or idea.
Devises	to form in the mind by new combinations or applications of ideas or principles; to invent.
Dictates	to read or speak information to be recorded or written by another.
Directs	to guide work operations through the establishment of objectives, policies, rules, practices, methods, and standards.
Disciplines	to penalize individuals or groups whose behavior is contrary to established rules/regulations.
Discusses	to exchange views for the purpose of arriving at a conclusion.
Dispatches	to send off, or forward, to known destination or on specific business.
Displays	to show; to spread before the view.
Disposes	to sell or get rid of.
Disseminates	to spread or disperse information or ideas.
Distributes	to deliver to proper destination.
Diverts	to turn from one course or to use another.
Drafts	to prepare papers or documents in preliminary form.
Draws	to compose or write up, following a set procedure or form (as in a contract); to pull or move something.
Edits	to revise and prepare material (written, film, tape, sound track) for publication or display.
Elaborates	to work out in detail; to give details.
Elects	to choose or select carefully.
Eliminates	to get rid of; to set aside as unimportant.

Employs	to make use of; to use or engage the services of; to provide with a job that pays a wage or salary.
Encourages	to inspire with spirit, hope; to give help or patronage to.
Endorses	to support or recommend.
Engages	to interlock with; to mesh; to provide occupation for; to arrange to obtain the use or services of.
Enlists	to engage for duty; to secure the support and aid of.
Ensures	to make sure, certain or safe; to guarantee.
Establishes	to bring into existence.
Estimates	to forecast future requirements
Evaluates	to determine or fix the value of.
Examines	to inspect closely.
Exchanges	to give or take one thing in return for another.
Excludes	to shut out; to bar from participation, consideration or inclusion.
Executes	to put into effect; to carry out.
Exercises	to exert influence; to train by drills and maneuvers; to use repeatedly in order to strengthen and develop.
Expedites	to accelerate the process of progress of.
Extends	to total columns. (Bookkeeping term)
Extracts	to draw forth; to withdraw; to separate; to determine by calculation.
Facilitates	to make easier.
Feeds	to move into a machine or opening in order to be used or processed; to furnish with something essential for growth, sustenance, maintenance or operation.
Files	to arrange in a methodical manner; to rub smooth or cut away with a tool.
Finalizes	to put in finished form.
Finds	to encounter; to come upon by searching or effort.
Follows up	to pursue closely in order to check progress.
Forecasts	to predict; to estimate in advance.
Formulates	to develop or devise.
Fosters	to promote the growth or development of.
Functions	to act or operate as; to serve.
Furnishes	to provide what is needed; to supply
Gathers	to collect; to harvest; to accumulate and place in order.
Generates	to bring into existence; to originate by a vital or chemical process.
Governs	to exercise continuous sovereign authority over; to control and direct the making and administration of authority over; to hold in check; to have decisive influence.
Guarantees	to secure; to answer for the debt, default or miscarriage of.
Guides	to show or lead the way to; to manage the affairs of; to influence the conduct or opinions of.
Helps	to be of use to; to relieve; to remedy; to serve.
Hires	to engage the service of for a set sum.
Identifies	to establish the identity of; to associate with some interest.
Implements	to carry out; to execute a plan or program.
Imports	to bring from a foreign or external source.
Improves	to make something better.
Indicates	to show, demonstrate with precision.

Informs	to communicate information to.
Initiates	to start; to introduce; to originate.
Innovates	to exercise creativity in introducing something new or in making changes.
Inserts	to put (something) into, between or among other materials.
Inspects	to examine or determine; to critically analyze for suitability.
Installs	to place in office; to establish in an indicated place, condition or status; to set up for use in office.
Institutes	to establish in a position or office; to originate.
Instructs	to teach; to coach; to communicate knowledge; to direct or order.
Integrates	to unify; to make whole by putting all parts or elements together.
Interprets	to give the meaning of; to explain to others.
Interviews	to obtain facts or opinions through inquiry or examination or various sources.
Inventories	to catalog or to count and list.
Invents	to think up or imagine; to create.
Investigates	to observe or study by close examination and systematic inquiry.
Invests	to spend or use time, money or effort to achieve a future benefit.
Issues	to put forth or to distribute officially.
Itemizes	to list; to write down in detail.
Joins	to put or bring together.
Justifies	to prove or show to be right or reasonable; to align words such that both left and right-hand margins are in line (typing term).
Keeps	to hold or retain; to maintain.
Leads	to guide or direct on a course or in the direction of; to channel; to direct the operations of.
Lends	to give for temporary use on condition that the same or its equivalent be returned.
Lets	to allow; to rent or lease; to assign, especially after bids.
Lists	to enumerate; to enter into a catalog with a selling price.
Loads	to place in or on a means of conveyance; to increase the weight of by adding something heavy.
Locates	to find, determine or specify by means of searching, examining or experimenting; to seek and find.
Looks up	to search for and find.
Maintains	to continue; to carry on; to keep in an existing state.
Makes	to cause to happen to; to cause to exist, occur or appear; to create; to bring into being by forming, shaping or altering material.
Manages	to handle, control; to alter by manipulation; to succeed in accomplishing.
Maps	to make a survey of for the purpose of representing; to plan in detail.
Markets	to expose for sale; to sell.
Matches	to set in competition with; to provide with a worthy competitor; to cause to correspond.
Mediates	to interpose with parties to reconcile them; to reconcile differences.
Merges	to combine items from two or more similarly ordered sets into one set that is arranged in the same order.
Models	to teach by personal example; to instruct by demonstration.
Modifies	to make less extreme; to limit or restrict the meaning of; to make minor change in.

Monitors	to watch, observe; to check for a specific purpose.
Motivates	to arouse or stimulate to action.
Moves	to go from one point to another; to begin operating or functioning, or working in a usual way.
Names	to nominate; to speak about.
Negates	to deny the existence or truth of; to cause to be ineffective or invalid.
Negotiates	to confer with others with a view to reaching agreement.
Neutralizes	to destroy the effectiveness of; to nullify.
Notifies	to make known.
Nullifies	to make of no value or consequence; to cancel out.
Observes	to see, notice or watch something or someone.
Obtains	to acquire; to gain possession of.
Occupies	to take possession of; to fill.
Omits	to leave out; to disregard.
Opens	to make available for entry or passage; to make accessible; to expose to view; to disclose.
Operates	to perform an activity or series of activities.
Opposes	to resist; to withstand; to place opposite or against.
Organizes	to arrange; to systematize or methodize.
Orients	to cause to become aware of; familiar with, or adjusted to facts, principles, procedure or situations.
Originates	to create; to invent.
Oversees	to watch; to superintend, supervise.
Participates	to take part in.
Performs	to fulfill or carry out some action.
Permits	to consent to; to authorize; to make possible.
Persuades	to move by argument or entreaty to a belief, position or course of action.
Pinpoints	to locate or aim with great precision or accuracy; to cause to stand out conspicuously.
Places	to locate and choose positions for.
Plans	to devise or project the realization or achievement of a course of action.
Posts	to record information in ledgers or other forms from another source.
Practices	to perform or work at repeatedly in order to proficiency.
Predicts	to declare in advance; to foretell on the basis of observation, experience or scientific reason.
Prepares	to make ready for a particular purpose.
Prescribes	to establish as a rule or guide.
Presents	to introduce; to bestow; to lay as a charge before the court; to offer to view.
Preserves	to keep, guard, observe; to keep safe, protect; to keep free from decay; to maintain.
Prevents	to stop something from occurring; to take advance measures against.
Prices	to fix, establish or find out the value of.
Proceeds	to begin to carry out an action.
Processes	to subject to some special treatment; to handle in accordance with a prescribed procedure.
Procures	to obtain possession of; to bring about.

Produces	to grow; to make, bear or yield something; to offer to view or notice; to exhibit.
Programs	to arrange or work out a sequence of operations to be performed.
Projects	to throw forward; to present for consideration; to communicate vividly, especially to an audience.
Promotes	to advance to a higher level or position.
Proposes	to form or declare a plan or intention.
Provides	to supply what is needed.
Pulls	to haul, tow; to remove, as in filing.
Purchases	to buy or procure by committing organizational funds.
Qualifies	to moderate; to alter the strength or flavor of; to limit or modify the meaning of.
Quantifies	to make explicit the logical amount of; to determine or express the amount of.
Questions	to interrogate; to doubt; to dispute; to inquire.
Rates	to assess the value of; to appraise; to arrange in sequence of rank.
Reads	to interpret; to scan; to study the movements of; to understand the meaning of; to utter aloud the printed written words of.
Receives	to acquire, come into possession of.
Recommends	to advise or counsel a course of action; to offer or suggest for adoption.
Reconciles	to adjust; to restore to harmony; to make congruous.
Reconstructs	to rebuild; to reorganize or reestablish.
Records	to register; to set down in writing.
Recruits	to seek out others to become new members or personnel.
Rectifies	to correct by calculation or adjustment; to remedy; to set right.
Reduces	to narrow down; to diminish in size or amount; to abridge; to lower in grade or rank.
Refers	to send or direct for aid, treatment, information or decision; to direct attention; to make reference to.
Refines	to improve or perfect; to free from impurities.
Registers	to enter in a record.
Reinforces	to strengthen with additional forces or additions.
Rejects	to refuse to have, use or take for some purpose; to refuse to hear, receive or admit.
Releases	to set free as in releasing information; to permit the publication or dissemination of.
Remits	to send money in payment of; to submit or refer for consideration, judgment, decision or action.
Removes	to change the location, station or residence of; to dismiss from office.
Renders	to furnish an opinion; to answer.
Represents	to act in the place of or for.
Reports	to give an account of; to furnish information or data.
Requisitions	to ask in writing for something that is needed.
Rescinds	to make void; to repeal; to abrogate a contract by restoring pre-existing conditions.
Researches	to inquire specifically, using involved and critical investigations.
Responds	to make an answer; to show favorable reaction.
Restricts	to confine within bounds; to restrain.

Retrieves	to regain; to rescue.
Reviews	to consider; to re-examine.
Revises	to rework in order to correct or improve; to make a new, improved or up-to-date version.
Routes	to forward; to schedule or dispatch.
Salvages	to rescue or save (as from wreckage or ruin).
Satisfies	to carry out the terms of (a contract); to meet financial obligations; to make reparation to; to please.
Scans	to examine; to search a series of punched cards, tapes or a memory bank to locate specific data (computer usage).
Schedules	to plan a timetable; to fix time.
Screens	to examine in orderly fashion to determine suitability or acceptability (as in appraising potential employees); to cull.
Searches	to examine; to probe; to make a thorough examination or investigation of.
Secures	to gain possession of; to guarantee; to make safe.
Selects	to choose the best suited.
Sells	to give up property to another for money or other valuable consideration.
Sends	to dispatch by a means of communication; to convey.
Serves	to assist; to be of use; to hold office.
Services	to adjust; to repair or maintain.
Signs	to formally approve a document by affixing a signature.
Simplifies	to clarify; to reduce to basic essentials
Solicits	to approach with a request or plea; to strongly urge.
Solves	to find a solution for.
Sorts	to separate or arrange according to a scheme; to rank by kind, class, division, etc.
Specifies	to state precisely in detail or to name explicitly.
Spends	to use up or pay out.
Standardizes	to bring into conformity to something established by authority, custom or general consent as a model or criterion.
Stimulates	to excite to activity; to urge.
Structures	to give arrangement or form to; to arrange or organize.
Studies	to contemplate; to carefully examine or investigate; to deliberate.
Submits	to present data for the discretion or judgment of others.
Summarizes	to restate material (facts, figures, etc.) briefly.
Supervises	to personally oversee, direct, inspect or guide the work of others with responsibility for meeting with certain standards of performance.
Supplements	to add to.
Supplies	to furnish something that is needed; to provide; to equip.
Surveys	to examine as to condition, situation or value.
Synthesizes	to form new product by combining different elements.
Systematizes	to arrange methodically.
Tabulates	to put in table form; to set up in columns, rows.
Takes	to assume possession of; to grasp; to gain approval of; to undertake or perform.
Tenders	to present for acceptance.
Tends	to act as an attendant.

Tests	to put to proof; to examine, observe or evaluate critically.
Totals	to add; to compute.
Traces	to locate something by searching or researching evidence.
Trades	to give in exchange for another commodity; to make a purchase.
Trains	to teach, demonstrate or guide others in order to bring up to a predetermined standard.
Transacts	to carry on business; to negotiate.
Transcribes	to transfer data from one form of record to another or from one method of preparation to another, without changing the nature of data.
Translates	to turn into one's own or another language.
Transmits	to transfer or send from one person or place to another; to send out a signal either by radio waves or over a wire.
Turns	to make, rotate, or revolve; to cause to move around so as to effect a desired end (as locking, opening, shutting); to reverse the sides or surfaces of.
Types	to write using a typewriter; to arrange by categories.
Uncovers	to expose to view by removing a covering; to reveal.
Understands	to grasp the meaning of; to have thorough or technical acquaintance with or expertness in the practice of.
Updates	to bring current.
Utilizes	to make use of.
Verify	Weighs to ascertain the heaviness of; to consider carefully.
Withholds	to hold back; to refrain from granting, giving or allowing.
Withstands	to stand up against; to resist successfully.
Writes	to set down letters, words, sentences or figures on paper or other suitable material; to author; to draft