

**UNIVERSITY OF ALASKA CLASSIFIED EMPLOYEES ASSOCIATION  
BARGAINING UNIT CLASSIFICATION DESCRIPTION**

**JOB TITLE:**

**Wage Grade -  
Non-Exempt  
Job Title Number -**

**Date of Last Revision:**

**SUMMARY:** \_\_\_\_\_

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**DISTINGUISHING CHARACTERISTICS:**

**ADMINISTRATIVE RESPONSIBILITIES:**

**QUALIFICATION REQUIREMENTS:**

**Education and/or Experience:**

**Language Skills:**

**Interpersonal Skills:**

**Mathematical Skills:**

**Reasoning Ability:**

**Certificates, Licenses, Registrations:**

**PHYSICAL DEMANDS:**

**WORK ENVIRONMENT:**

**POSITIONS COVERED:**