**Position Description**

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| **General Information** |
| **UW System Title:** |  |
| **UW System Code:** |  |
| **Business Title:** |  |
| **Supervisor’s Business Title:** |  |
| **Hours/Shift/Work Schedule:** |  |
| Check as needed: | [ ]  Weekends [ ]  Holidays [ ]  Evenings [ ]  On call [ ]  Varied hours |
| **Principal Work Location:** | Choose an item. |  |
| **Department:** |  |
| **Supervisory Position:** | [ ]  Yes [ ]  No |
| **Employee Category:** | [ ]  University Staff [ ]  Faculty/Academic Staff/Limited |
| **FLSA Status:** | [ ]  Non-exempt (hourly) [ ]  Exempt (salaried) |
| **Date Created/Updated:** | Click or tap to enter a date. |
| **Position of Trust:** | [ ]  Yes [ ]  No |
| (Defined as: Having property access, financial/fiduciary duties, and all executive positions) |
| **Position of Trust with Access to Vulnerable Populations:** | [ ]  Yes [ ]  No |
| (Defined as: Responsibilities require unsupervised or significant access to vulnerable populations, defined as minors and medical patients. For purposes of this policy, a minor is a person under the age of eighteen (18) who is not enrolled or accepted for enrollment at a UW System institution. Examples of settings with vulnerable populations include child care centers, summer camps for minors, precollege or enrichment programs, and health care facilities. For additional information, view the [University of Wisconsin System Criminal Background Check Policy.](https://www.wisconsin.edu/regents/policies/university-of-wisconsin-system-criminal-background-check-policy/) |

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| Department Description |  |
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| Position Summary |  |
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| Primary Responsibilities (as a guideline, use Job Responsibilities from Job Overview section of the [Job Library](https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/standard-job-description-library/) and support using specifics of the position) | % of Time |
| Responsibility Title *(Rename “Responsibility Title” and group like duties under it. Title examples include, but not limited to: Administration, Clerical,* *Supervision/Leadership, General Payment Services, etc. Add additional titles as you see fit.)* |  |
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| **Qualifications – Knowledge, Skills, and Abilities:** |
| **Required Knowledge, Skills, and Abilities****Preferred Knowledge, Skills, and Abilities** |

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| **Other – Knowledge, Skills, and Abilities:** |
| [ ]  Job Requires Driving a State Vehicle[ ]  Pre-employment Physical Assessment Required[ ]  Pre-Employment Financial Check Required[ ]  Independent travel is a core function of the job[ ]  [ ]   |

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| **Physical Effort/Demands:** |
|  | Never (0%) | Seldom (1-10%) | Occasionally (11-33%) | Frequently (34-66%) | Continuously (67-100%) |
| Sitting |[ ] [ ] [ ] [ ] [ ]
| Standing |[ ] [ ] [ ] [ ] [ ]
| Walking |[ ] [ ] [ ] [ ] [ ]
| Lifting (arms above your head to reach high and/or difficult areas) |[ ] [ ] [ ] [ ] [ ]
| Kneeling |[ ] [ ] [ ] [ ] [ ]
| Squatting |[ ] [ ] [ ] [ ] [ ]
| Stooping |[ ] [ ] [ ] [ ] [ ]
| Lifting 0-10 pounds |[ ] [ ] [ ] [ ] [ ]
| Lifting 11-20 pounds |[ ] [ ] [ ] [ ] [ ]
| Lifting 21-30 pounds |[ ] [ ] [ ] [ ] [ ]
| Lifting 31-50 pounds |[ ] [ ] [ ] [ ] [ ]
| **Equipment Operated:** |
| * Various computer systems and/or software, calculator, fax machine, office copier, telephone, and other electronic office devices.
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| **Working Environment:** |
| The noise level in the work environment is usually quiet. |

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

UW-Stevens Point is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the University will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee Name Date

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Employee Signature Date

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Supervisor Name Date

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Supervisor Signature Date