

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Public Defense Interviewer **JOB CLASSIFICATION** Public Defense Interviewer

DICTIONARY OF OCCUPATIONAL TITLES (DOT) NUMBER 195.267-010

DOT TITLE Eligibility Worker

DEPARTMENT Community and Human Services

DIVISION Office of the Public Defender

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 8

CONTACT'S NAME & TITLE Kathy Gilman, Confidential Secretary

CONTACT'S PHONE 206-296-7582

ADDRESS OF WORKSITE

123 3rd Ave. South, 4th Floor
AND 401 Fourth Ave. N., Room G0242
Seattle, WA 98104 Kent, WA 98032

VRC NAME Kyle Pletz, VRC

DATE COMPLETED 1/27/06

VRC NAME Jeff Casem

DATE REVISED 6/2/09

WORK HOURS

1. FTE, 35 hours per week; Monday and Thursday 7 hour per day; Tuesday 3.5 hours

OVERTIME (Note: Overtime requirements may change at the employer's discretion)
Does not occur.

JOB DESCRIPTION

Interviewing and screening defendants accused of crimes such as misdemeanors, felonies, and certain civil matters to determine legal and financial eligibility for assignment of a Public Defender.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS

High school diploma or GED. Minimum two years work experience in the legal community. Knowledge of public or private not-for-profit agency services, for providing information and referral work in a direct on-on-one method with the general public. 2 years general office work; or related equivalent experience. Ability and skill to interview, interact with, and provide professional assistance to a diverse population, and potentially hostile clientele. Knowledge of interview techniques and investigative follow-up. Knowledge of legal procedures and terminology and the ability to explain them to others in clear, understandable terms. Ability to complete intake forms and enter data into a specialized computer database. Skill in reading computed printouts and court records. Skill in developing and maintaining effective working relationships with defense attorneys, prosecutors, judges and other Court staff within area of specialization.

ESSENTIAL FUNCTIONS

1. Interview and screen individuals requesting a public defender in a variety of locations including the downtown program office, at various court locations in King County, the Regional Justice Center in Kent and the County jail.
2. Make determination of financial eligibility of a defendant.
3. Identify pertinent information such as the nature of the charge, the court of jurisdiction, critical court dates and times, arresting agency, collateral holds, bail, codefendants, parole or probation officer, prior charges, prior attorneys, address and telephone number.
4. Identify if a defendant has a constitutional or statutory right to an attorney.
5. Determine the appropriate governmental body responsible for assuring that an attorney is available for a defendant.
6. Request required confidential financial information from clients.
7. Perform mathematical computations required by eligibility forms and financial statements.
8. Recommendation financial eligibility of a defendant to the Case Coordinator.
9. Provide information and referral resources to clients and callers.
10. Secure financial documentation.
11. Investigate and verify information provided by clients.
12. Determine if a defendant is financially able to hire his or her own attorney.
13. Complete intake forms and enter client information into a data management system.
14. Drive a vehicle to various King County locations.

OTHER TOOLS & EQUIPMENT USED

Telephone, fax machine, copy machine, computer, forms, files, personal or County vehicle, calculator, pen and pencil as well as various computer software including Microsoft Office, promis, homer and focus.

PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time
Frequently = occurs 33-66% of the time
Occasionally = occurs 1-33% of the time
Rarely = may occur less than 1% of the time
Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

This job is classified as

Sedentary—exerting up to ten pounds of force occasionally and/or a negligible amount of force frequently. A sedentary job involves sitting most of the time.

Standing

Health Care Provider initials if restricted _____

Occasionally on flat cement, carpet and linoleum surfaces for up to 5 minutes at a time for up to 35 minutes total in a work shift. Most commonly occurs while using the copy machine or conversing with clients.

Walking

Health Care Provider initials if restricted _____

Occasionally on flat cement, carpet and linoleum surfaces for distances of up to 3 blocks for up to 10 minutes at a time for up to 35 minutes total in a work shift. Most commonly occurs while traversing to and from various county locations including offices, courthouses and jails.

Sitting

Health Care Provider initials if restricted _____

Continuously on an office chair, conference room chair or automobile seat for 2.5 hours at a time for up to 5 hours total in a work shift. Most commonly occurs while interviewing clients, recording information on computer or by hand and talking on the telephone.

Bending neck down

Health Care Provider initials if restricted _____

Frequently & Highly Repetitive for up to 7 minutes at a time for up to 2.5-3 hours total in a work shift. Most commonly occurs while writing, reviewing documents, completing forms and using low drawers.

Bending/Stooping

Health Care Provider initials if restricted _____

Rarely on flat cement, carpet and linoleum surfaces for up to 20 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while obtaining objects from low drawers and shelves.

Operating Controls with Feet

Health Care Provider initials if restricted _____

Occasionally for up to 30 minutes at a time for up to 1 hour total in a work shift while driving a personal or County vehicle to and from various courts and jails.

Reaching above shoulder height

Health Care Provider initials if restricted _____

Occasionally for up to 10 seconds at a time for up to 30 seconds total in a work shift while hanging up a client sign.

Reaching at waist to shoulder height

Health Care Provider initials if restricted _____

Frequently & Highly Repetitive for up to 7 minutes at a time for up to 2.5-3 hours total in a work shift while writing, reviewing documents, completing forms and manipulating drawers.

Reaching at knee to waist height

Health Care Provider initials if restricted _____

Rarely for up to 15 seconds at a time for up to 2 minutes total in a work shift while reaching for objects in low drawers and getting objects in and out of the trunk of a vehicle.

Reaching at floor to knee height

Health Care Provider initials if restricted _____

Rarely for up to 15 seconds at a time for up to 2 minutes total in a work shift while obtaining objects from low drawers and shelves.

Lifting 1-10 pounds

Health Care Provider initials if restricted _____

Rarely for up to 30 seconds at a time for up to 3 minutes total in a work shift. Most commonly occurs with weights of 1-5 pounds while manipulating stacks of documentation (client files) and forms.

Carrying 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for distances of up to 3 blocks for up to 10 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 2-7 pounds while transporting stacks of documentation (client files) and forms to and from various County locations including jails and courthouses.

Pushing and Pulling

Health Care Provider initials if restricted _____

Rarely for up to 10 seconds at a time for up to 5 minutes total in a work shift while opening and closing drawers and doors as well as when manipulating a keyboard tray. The employee needs to be able to open and close doors at the jails which may take up to 17 pounds of force.

Handling

Health Care Provider initials if restricted _____

Occasionally for up to 30 minutes at a time for up to 1 hour total in a work shift while manipulating a stack of clients files or stack of forms. The employee also handles while driving.

Operating Controls with Hands

Health Care Provider initials if restricted _____

Occasionally for up to 30 minutes at a time for up to 1 hour total in a work shift while driving a personal or County vehicle and using a computer mouse.

Fingering

Health Care Provider initials if restricted _____

Frequently for up to 10 minutes at a time for up to 3 hours total in a work shift while typing, writing, manipulating documents and dialing a telephone.

Talking

Health Care Provider initials if restricted _____

Frequently & Highly Repetitive for up to 7 minutes at a time for up to 3 hours total in a work shift while interviewing clients.

Hearing

Health Care Provider initials if restricted _____

Frequently & Highly Repetitive for up to 7 minutes at a time for up to 3 hours total in a work shift while interviewing clients.

Seeing

Health Care Provider initials if restricted _____

Continuously for up to 2 hours at a time for up to 6 hours total in a work shift while interacting with potentially violent or hostile inmates/suspects.

KING COUNTY JOB ANALYSIS COMPLETED ON: 1/27/06
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Working with Heightened Awareness

Health Care Provider initials if restricted

Continuously for up to 2 hours at a time for up to 6 hours total in a work shift while interacting with potentially violent or hostile inmates/suspects.

ENVIRONMENTAL FACTORS

Work is performed in an office setting with direct exposure to misdemeanor and felon defendants who can potentially be upset and hostile. The employee also works at various locations such as courthouses and jails.

The noise level is

HCP Initials if Restricted

Approximately 50 decibels. The noise is caused by general office sounds.

Work environment may include the following exposure(s):

HCP Initials if Restricted

Outside weather: Rare

Odors: Occasionally

POTENTIAL MODIFICATIONS TO JOB

Driving can be reduced by utilizing public transportation or working at only one location throughout the day.

The employee can alternate sitting and standing as needed during most occasions.

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SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

Printed name & title of VRC evaluator

Signature of VRC evaluator

Date

Printed name & title of contact

Signature of contact

Date

Printed name & title of contact

Signature of contact

Date

HEALTH CARE PROVIDER SECTION
Check all that apply

- The employee is released to perform the described duties without restrictions on performance or work hours as of _____.
- The employee is released to perform the described duties on a reduced schedule as of _____. The recommended schedule is:
_____ Temporary until _____ Permanent as of _____
- The employee is released to perform the described job with the following modifications:

_____ Temporary until _____ Permanent as of _____
- The employee is not released to perform the described duties due to the following job functions:

_____ Temporary until _____ Permanent effective _____
- The employee is unable to work in any capacity.
A release to work is: anticipated by _____ Not expected

The limitations are due to the following objective medical findings:

Printed or typed name and phone number of Health Care Provider

Signature of Health Care Provider

Date