

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Fiscal Specialist III

JOB CLASSIFICATION Fiscal Specialist III

DOT TITLE Fiscal Clerk

DOT NUMBER 216.382-022

DEPARTMENT Executive Services

DIVISION Finance & Business Operations, Fiscal Management Section

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 4

CONTACT'S NAME & TITLE Eric Valdez-Moses, Supervisor of AR and Collection Enforcement

CONTACT'S PHONE 206-205-5677

ADDRESS OF WORKSITE

400 5th Avenue, Suite 620
Seattle, WA 98104

VRC NAME Kyle Pletz

DATE COMPLETED 11/15/06

VRC NAME Jeff Casem

DATE REVISED 8/13/09

WORK HOURS

7:00am-4:00pm Monday through Friday, 35 hours per week. Employee has one day off every other week. Two fifteen minute breaks and one 30 minute lunch.

OVERTIME (Note: Overtime requirements may change at the employer's discretion)

None.

JOB DESCRIPTION

Perform high-level, technical, administrative, and accounting duties for the collection of debt due to King County.

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

- A minimum of two (2) years full time technical and business office experience, including maintaining accurate accounting records.
- Working knowledge of basic accounting principles.
- Experience generating reports (should we specify about the programs used to do this?).
- Demonstrated ability to perform financial, payroll or other financial/numerical work requiring the application of accepted accounting methods, or governmental accounting principles.
- Excellent telephone skills and the ability to work with difficult customers are essential.
- Excellent reading comprehension, reasoning, writing and verbal communication skills.
- Working knowledge in the use of personal computers, Excel, MS Word for Windows, E-mail and the Internet.
- Effective interpersonal skills and the ability to work with minimal supervision and meet deadlines.

ESSENTIAL FUNCTIONS

1. Analyze system generated cash receipts and adjustments for accuracy and integrity.
2. Cross-reference source accounting documents to system output for any discrepancies.
3. Maintain accurate records related to customer and contracted agency accounts.
4. Verify input documents to correct disparities in balancing deposits and distributions; assist in reconciliation of statements; provide technical data relating to unresolved problems to supervisor and other technical professionals.
5. Process returned mail and address changes for AIRS customer's accounts.
6. Perform or assist co-workers in more complex system reconciliations, and help them resolve any consistencies between the Accounts Receivable System (AIRS) and the General Ledger (ARMS).
7. Establish and maintain positive work relationships with co-workers, contracted agencies, internal and external customers, and other County personnel.
8. Establish work methods; recommend changes in workload and procedures.
9. Work is performed with considerable independence under the general supervision of the Collection Enforcement Lead and Section Supervisor.
10. (Are there any lead functions associated with this position or is it just a highly specialized and/or technical position?)

OTHER TOOLS & EQUIPMENT USED

Computer, keyboard, 10-key, mouse, printer, telephone, copy machine, calculator, typewriter, rubber stamps, stapler, pen/pencil, envelopes, various documents, mail, invoices and various office supplies.

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 tile, carpet or vinyl surfaces for up to 5-10 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while speaking with coworkers and operating the copy machine.

Walking

Health Care Provider initials if restricted _____

Occasionally on tile, carpet or vinyl surfaces for distances of up to 200 feet for up to 5 minutes at a time for up to 2.5 hours total in a work shift. Most commonly occurs while walking within the office to make copies, deliver files and converse with coworkers.

Sitting

Health Care Provider initials if restricted _____

Frequently on an office chair for up to 30 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while talking on the telephone and performing computer duties.

Bending neck up

Health Care Provider initials if restricted _____

Rarely for up to 10 seconds at a time for up to 1 minute total in a work shift. Most commonly occurs while looking for items on upper shelves.

Bending neck down

Health Care Provider initials if restricted _____

Frequently to Continuously and highly repetitive for up to 10 minutes at a time for up to 5-6 hours total in a work shift. Most commonly occurs while reviewing files and documents as well as looking for files in lower drawers or on lower shelves.

Bending/Stooping

Health Care Provider initials if restricted _____

Occasionally on carpeted surfaces for up to 2 minutes at a time for up to 15 minutes in a work shift. Most commonly occurs while retrieving files from low shelves, drawer and cabinets as well as loading paper in to the copy machine and reaching for various office supplies.

Reaching above shoulder height

Health Care Provider initials if restricted _____

Occasionally, on a monthly basis, for up to 1 minute at a time for up to 10 minutes total in a work shift while retrieving files from upper shelves

Reaching at waist to shoulder height

Health Care Provider initials if restricted _____

Frequently to continuously for up to 30 minutes at a time for up to 5-6 hours total in a work shift while manipulating documents, handling payments, manipulating supplies and performing computer work.

Reaching at knee to waist height

Health Care Provider initials if restricted _____

Rare for up to 1 minute at a time for up to 5 minutes total in a work shift while retrieving files, adding paper to the copy machine and manipulating various office supplies in desk drawers.

Reaching at floor to knee height

Health Care Provider initials if restricted _____

Occasionally on carpeted surfaces for up to 2 minutes at a time for up to 15 minutes in a work shift. Most commonly occurs while retrieving files from low shelves, drawer and cabinets as well as loading paper in to the copy machine and reaching for various office supplies.

Lifting 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 30 seconds at a time for up to 1 minute total (Should this be rare?) in a work shift. Most commonly occurs with weights of 5 pounds while adding paper to the copy machine as well as manipulating files.

Carrying 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for distances of up to 200 feet for up to 2 minutes at a time for up to 5 minutes total (Should this be rare?) in a work shift. Most commonly occurs with weights of 5 pounds while transporting a ream of paper to the copy machine or transporting files within the office.

Pushing and Pulling

Health Care Provider initials if restricted _____

Rarely with a force of up to 6 pounds for up to 5 seconds at a time and up to 5 minutes total in a work shift while retrieving/replacing files in file cabinets and on shelves as well as when adding paper to the copy machine and the printer. The employee also pushes and pulls when opening drawers and doors.

Handling

Health Care Provider initials if restricted _____

Rarely for up to 30 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while manipulating large files.

Operating Controls with Hands

Health Care Provider initials if restricted _____

Frequently for up to 30 minutes at a time for up to 4.5 hours total in a work shift while operating a computer mouse while using various databases.

Fingering

Health Care Provider initials if restricted _____

Continuously for up to 30 minutes at a time for up to 7 hours total in a work shift while inputting data, using keyboard and 10-key, writing and manipulating documents.

Talking

Health Care Provider initials if restricted _____

Occasionally with co-workers and customers for up to 5 minutes a time for up to 1 hour total in a work shift while conversing with coworkers and customers.

Hearing

Health Care Provider initials if restricted _____

Frequently with co-workers and customers for up to 5 minutes a time for up to 4.5 hours total in a work shift while conversing with project managers and customers as well as reconciling accounts.

Seeing

Health Care Provider initials if restricted

Continuously to read for up to 1 hour at a time for up to 7 hours total in a work shift while reading computer screen and written materials.

ENVIRONMENTAL FACTORS

Work is performed in an office setting in close proximity to other workers and cubicles. The noise level is quiet. Copy machine and telephone ringers are the loudest noises in the office.

The noise level is

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

HCP Initials if Restricted

POTENTIAL MODIFICATIONS TO JOB

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 employee

Signature of employee

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