

JOB ANALYSIS

Job Title	Mail Clerk	Worker	
DOT Number	209.367-026	Claim Number	
Employer	King County RALS	Employer Phone #	Supervisor Tony Adams
Analyzed by	Carol N. Gordon, MS	Date Completed	206-296-1925 12/10/10

Lifting:	0-10# 10-20# 25-35#	F O S	Most bundles of mail weigh 5# or less. Majority of boxes or tubs of mail weigh < 20#. Lifts this amount an estimated 130 times per work shift. . Will lift from floor to counter or counter to cart to transport. On a limited basis will have to lift boxes or bins in the 25-35# range 3-4x weeks.
Carrying:	0-10# 10-20# 25-35#	F O S	Will routinely carry packets of incoming/outgoing mail short distances that weigh <5# while going to various departments. Will occasionally carry boxes and tubs of mail weighing up to 20# a few feet while loading or unloading cart at beginning or end of route. May carry heavier boxes weighing up to 35# a few feet from counter to cart 3-4x wk. Carts are available to avoid carrying heavier items any appreciable distance.
Push/Pull	25#	O	Will push cart loaded with boxes or tubs of mail requiring a force of 25# from mailroom to county garage (approx 300 ft) on a seldom to occasional basis depending on assigned route.
Climbing		S	Will climb up and down flights of stairs an estimated 20 times per shift. Most flights are 19 stairs. Elevators available in most, if not all buildings. No ladders.
Working at Heights/Balancing		N	Not present
Bending at Waist		O	Occurs while picking up mail out of bins, distributing mail in lower mailboxes, & while loading and unloading mail from cart into vehicle. Can crouch or kneel.
Twisting at Waist		S	May occur while sorting mail and loading cart. Can pivot.
Crouching/Kneeling		S	Occurs while picking up mail out of bins, distributing mail in lower mailboxes, & while loading and unloading mail from cart into vehicle. Can bend.
Crawling		N	Not present
Reaching		F	Occurs at waist to shoulder level while sorting mail, driving, operating postage meter, or using hand truck.
Handling/Grasping		F	Occurs while sorting and manipulating packages and pieces of mail. Also grasps while using cart and hand truck
Fine Finger Manipulation		O	Occurs while performing computer duties, writing, and manipulating pieces of mail.
Talking		L	Occurs while providing customer service over the phone or in person as well as when conversing with co-workers and supervisors about work assignments.
Hearing		C	.Occurs while providing customer service over the phone or in person as well as when conversing with co-workers and supervisors about work assignments and while driving or walking to listen for emergency sirens.
Seeing		C	Needs good vision to read addresses, postage machine, and while driving
Environmental Factors			Work is performed indoors if working in the mailroom. If assigned to a route will be walking or driving between various county locations in the metropolitan area. Exposure to Pacific Northwest weather and traffic conditions. Mild vibration while riding in van.

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POSSIBLE JOB MODIFICATIONS:
Can alternative tasks to reduce static postures or repetitive motion.
Can get assistance for heaving lifting, if available. May have to lift 25-35# rarely.
Can utilize cart or hand truck to reduce carrying.
Can use elevator to reduce stairs.
Anti-fatigue mats to reduce fatigue when standing.
Can sit when forwarding mail or returning to sender
May be able to break down contents of boxes in the 25-35# range down into lesser weights, if container isn't secured.
May lift transportation cart weighing 40# but lighter cart is available.

COMMENTS: Requires good customer service skills both in person & over the phone, ability to work independently and to adhere to a strict on time delivery schedule.

* Medium work is defined as exerting 20 to 50 pounds of force occasionally, or 10-25 pounds frequently, and/or greater than negligible up to 10 pounds of force constantly.

FOR PHYSICIAN'S USE ONLY

- The injured worker can perform the physical activities described in the job analysis and can return to work on _____
- The injured worker can perform the physical activities described in the job analysis on a part-time basis for _____ hours per day. The worker can be expected to progress to regular duties in _____ weeks/months.
- The injured worker can perform the described job, but only with the modifications/restrictions in the attached report and/or listed below. These modifications/restrictions are (check one):
 - Temporary for _____ weeks _____ months
 - Permanent
- The injured worker cannot perform the physical activities described in the job analysis based on the physical limitations in the attached report and/or listed below. These limitations are (check one):
 - Temporary for _____ weeks _____ months
 - Permanent

COMMENTS:

Date _____ Physician's Signature _____
Physician's Name Printed _____

