



**Disability Services**  
**Safety and Claims Management**  
Department of Executive Services  
Human Resources Division  
500 4<sup>th</sup> Avenue, Room 500  
Seattle, WA 98104  
(206) 477-3350  
(206) 296-0514 FAX

Employee :

Claim # :

## JOB ANALYSIS

Job Title:	Legal Administrative Specialist II		
Department:	Judicial Administration	Division:	Case Flow and Court Clerk Division
DOT Title:	Administrative Assistant	DOT #:	169.167-010
SVP:	7	Requestor:	Jeff Casem, Dan Hughes
Worksite Address:	King County Courthouse 516 3 <sup>rd</sup> Ave. Rm 609 Seattle, WA 98104	Office Contact Name/ Phone/ Email:	Lauri Nelson (206) 477-0808 lauri.nelson@kingcounty.gov
Original Analyst:	Kyle Pletz, VRC, CDMS		Analysis Date: 12/18/18
Update Analyst:			Update Date:

☒ On-Site    ☐ Interview    ☐ Representative

### JOB DUTIES:

Provide a variety of technical clerical support services. These include providing specialized, technical or program-specific information; assisting internal and external customers; entering and maintaining data; and processing documents such as and legal documents.

### ESSENTIAL FUNCTIONS ACCORDING TO THE EMPLOYER:

All King County jobs require ability/essential function to:

- Demonstrate predictable, reliable, and timely attendance.
  - Follow written and verbal directions to complete assigned tasks on schedule.
  - Read, write, and communicate in English & understand basic math.
  - Learn from directions, observations, and mistakes and apply procedures using good judgment.
  - Work independently or as part of a team and interact appropriately with others.
1. Provide specialized and/or technical program-specific information that requires limited interpretation of established policies, procedures and other relevant sources to internal and/or external customers over the telephone, in writing and/or in person. Some incumbents may have to deal with sensitive and/or potentially volatile situations.
  2. Establish, maintain, code, modify, track and/or retrieve information and compile data, which may require information searches through legal files, contracts, records, microfilm or computer files including customized database applications; enter, obtain and/or verify information obtained from legal documents, following established, clearly defined methods and court rules.
  3. Assist internal and/or external customers, clients and other legal staff to establish program-specific documentation and/or identify services needed.
  4. Perform light to moderate numerical calculations.
  5. Enter data into electronic court systems, ensuring correct English and conformity with established procedures.
  6. Accurately process legal documents/legal files in a timely manner to meet court mandated deadlines; identify priority and/or time-sensitive matters; and maintain security and confidentiality.
  7. May be assigned the orientation and/or training of co-workers.
  8. May modify and update desk procedures that relate to assigned work.
  9. May schedule meetings and maintain calendars organizational unit/program.
  10. Maintain, prepare and process documents, which involves a knowledge of legal and regulatory requirements for proper format and content of documents and records.



## King County Job Analysis

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### **EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:**

#### **MINIMUM QUALIFICATIONS:**

Knowledge of general office principles and practices

Knowledge of legal procedures and court rules

Knowledge of software applications relative to the position assignment

Knowledge of appropriate physical standards for computer work, involving appropriate seating, arm and/or wrist usage

Knowledge of basic mathematics

Knowledge of conflict resolution techniques

Knowledge of proper English grammar, usage and spelling

Knowledge of action tracking on specific work assignments or other items related to work position

Knowledge of the operation of standard office equipment that may include typewriters, personal computers, mainframe terminals, copiers, fax machines and multi-line telephones

Keyboarding skills (speed required may vary according to position assignment)

Knowledge of time constraints, meeting deadlines; working under pressure; attention to detail

Analytical and problem solving skills

Oral and written communications skills

Interpersonal and human relations skills

Organizational skills

Customer service skills in person and via telephone (discretion, patience, etiquette, professionalism)

Skill in interacting with individuals from diverse background including victims, witnesses, clients and other court personnel

Skill in following oral and written instructions

Skill in prioritizing work load and adapting to changes in work load demand

Training skills

Skill in maintaining confidentiality on sensitive matters

Skill in following through on assignments as directed

Initiative and accountability skills for work product or service

Skill in conducting research on a specific work assignment

Skill in providing direction regarding work assignments

#### **Licensing, Certification and Other Requirements**

Washington State Driver's License (some positions)

Notary public (some positions)

Pass background check



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### Machines, Tools, Special Equipment, Personal Protective Equipment Used:

Computers, pen/pencil, stamps, telephone, printer, copy machine, shredder, cart, electronic documents, scanner, staples, staple remover, documents, binders and fax machine. Various databases, Microsoft Office.

## PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern
<b>N</b> = Never	<input checked="" type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time
<b>S</b> = Seldom (1-10 %, up to 48 min)	<input type="checkbox"/> Light	<input type="checkbox"/> Part-time
<b>O</b> = Occasional (11-33%, 49 min. – 2 hr 40 min)	<input type="checkbox"/> Medium	<input type="checkbox"/> Seasonal
<b>F</b> = Frequent (34-66%, 2 hr 41 min – 5 hr 20 min)	<input type="checkbox"/> Heavy	8 Hours Per Day
<b>C</b> = Constant (67-100%, more than 5 hr 20 min)	<input type="checkbox"/> Very Heavy	5 Days Per Week
		FLSA Exempt <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Job Demand	Frequency and Weight (lbs.)					Activity Description
	N	S	O	F	C	
<b>Lifting</b> floor – waist		1-10 35*				Up to 10 sec/time, 5 min. total while manipulating binders, ream of paper or a stack of documents. *Destruction box (up to 35 lbs.) 2-3x/week.
<b>Lifting</b> waist–shoulder		1-10 35*				Up to 10 sec/time, 5 min. total while manipulating binders, ream of paper or a stack of documents. *Destruction box (up to 35 lbs.) 2-3x/week.
<b>Lifting</b> above shoulder		10				Up to 5 sec./time, 2 min. total while placing/removing binders and supplies on upper shelves.
<b>Carry</b> (Distance/Surface)		10* 35*				Up to 50'/time, 1-2x week, with binders; 2-3x/week with destruction box (35 lbs.) up to 50'. *A cart is available to reduce carrying.
<b>Pushing/Pulling</b> (Distance/Surface)		1-20				Up to 5 sec./time, 2 min. total while opening and closing drawers and doors; destruction box 2-3x/week.

Physical Demands	Frequency						Activity Description
	N	S	O	F	C		
Sitting						X*	Up to 2 hrs./time, 7.5 hrs. total in a work shift. Most commonly occurs while performing computer tasks, using electronic court records programs and providing customer service at the front desk. *Could alternate sit/stand as needed if a sit/stand workstation was present.



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Physical Demands	Frequency				Activity Description
Standing	X*				Up to 30 min./time, 30 min total while using copy machine. *Could alternate sit/stand as needed if a sit/stand workstation was present.
Walking	X				Up to 1-2 min./time, 15 min. total while traversing within the work area, different buildings, front counter, coworkers' desks, etc.
Perform Work on Ladders	X				
Climbing	X				
Balancing	X				
Stooping / Bending	X*				Up to 30 sec./time, 5 min. total while reaching for lower office drawers, boxes, shelves and printer. *Can alt. with squat/kneel as needed.
Twisting at Neck	X				
Twisting at Waist		X			Up to 2 min./time, 1 hr. total while working at the front desk and utilizing a computer while interacting with a customer..
Squatting / Kneeling	X*				Up to 30 sec./time, 5 min. total while reaching for lower office drawers, boxes, shelves and printer. *Can alt. with bend/stoop as needed.
Crawling	X				
Reach waist to shoulder	X				Up to 5 min./time, 30 min./total while manipulating document and binders, reaching for the telephone
Reach above shoulder	X				Up to 5 sec./time, 20 sec./total while accessing upper shelves.
Reach below waist	X				Up to 30 sec./time, 5 min. total while reaching for lower office drawers, shelves, drawers and destruction box.
Keyboarding				X	Up to 2 hrs./time, 6 hrs. total while instant messaging, performing high volume data entry, emailing etc.
Wrist Flexion/Extension	X				Up to 30 sec./time, 3x per day while removing rivets and 1/2" staples from files/documents
Handle/Grasp	X				Up to 30 sec./time, 2 min. total when manipulating stacks of documents, binders, reference materials, etc.
Forceful Grasp	X				Up to 30 sec./time, 3x per day while removing rivets and 1/2" staples from files/documents
Fine Finger Manipulation				X	Up to 2 hrs./time, 7 hrs. total while instant messaging, performing high volume data entry, scanning, docketing, using computer mouse, quality assurance checking, creating barcodes, emailing, manipulating documents, writing etc.
Hand Controls			X		Up to 5 min./time, 4 hrs. total while using the computer mouse with scrolling wheel for predominantly mouse-driven databases. Scrolls through court documents, accessing databases and utilizing templates.
Foot Controls	X				
Repetitive Motion			X		Body Part: hands Cycles/hr: 300+
Vibratory Tasks – High	X				



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Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Vibratory Tasks – Low	X					
Talking				X		Up to 15 min./time, 3 hrs. total while conversing with a general public, customers, co-workers or superiors; in person, at the front desk and via telephone.
Hearing				X*		Up to 15 min./time, 3 hrs. total while conversing with a general public, customers, co-workers or superiors; in person, at the front desk and via telephone. *Rarely attend all-day training.
Visual – Near Acuity					X	Up to 2 hrs./time, 7.5 hrs. total while performing computer tasks and reviewing documents; some of which may have small print or reduced image quality.
Visual – Far Acuity	X					
Visual – Depth Perception					X	Up to 2 hrs./time, 6.5 hrs. total while manipulating a large volume of physical documents, traversing within the office.
Visual – Color Discrimination		X				Advantageous but not required for alerts on electronic records and web pages.
Visual – Accommodation					X	Up to 2 hrs./time, 6 hrs. total while looking between documents and computer screens.
Visual – Field of Vision	X					
Exposure to Weather	X					
Extreme Cold	X					
Extreme Hot	X					
Wet and / or Humidity	X					
Proximity to Moving Mechanical Parts	X					
Exposure to Explosives	X					
Atmospheric Conditions		X				Paper dust.
Exposed Heights	X					
Exposure to Electricity	X					
Exposure to Toxic / Caustic Chemicals	X					
Exposure to Radiation		X				Must pass through security which involves an x-ray machine to enter the building; approximately 4x/day.
Noise Intensity	<input type="checkbox"/> Very Quiet <input checked="" type="checkbox"/> Quiet <input type="checkbox"/> Moderate <input type="checkbox"/> Loud <input type="checkbox"/> Very Loud					The work environment is a standard quiet office setting.
Other:						



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### Analyst's Comments:

The employee has been provided computer screen filters, dual monitors, magnifying light and alternate lighting.

### Possible Employer Modifications:

Additional lighting; potentially LED.

### Update Comments (if applicable):

**Note:** The information for this job analysis was gathered by either on-site observation, interview and / or is representative of the labor market as indicated on page one. Additional data may have been obtained from standardized industry resources such as the DOT, GOE, COJ, OOH, WOIS and O-NET. On occasion, practicality and feasibility prevent the direct observation and/or gathering of objective, quantifiable data. For this reason, a "best estimate" may have been used.

### Analyst:

  
\_\_\_\_\_  
Vocational Consultant

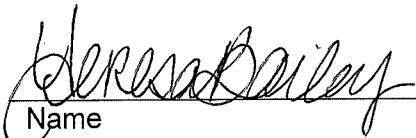
1/24/19  
\_\_\_\_\_  
Date

### Update (if applicable):

\_\_\_\_\_  
Vocational Consultant

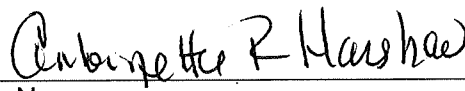
\_\_\_\_\_  
Date

### Employer Verification:

  
\_\_\_\_\_  
Name

1/24/19  
\_\_\_\_\_  
Date

### Employee Verification: (optional)

  
\_\_\_\_\_  
Name

1/24/2019  
\_\_\_\_\_  
Date



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### MEDICAL PROVIDER:

- ☐ I agree that the employee can perform the physical activities described in this job analysis and can return to work. Date employee is released to return to work if different from today's date: \_\_\_\_\_
- ☐ I agree the employee can perform the described job but only with modifications (describe in comments section). Modifications are needed on a ☐ permanent basis or ☐ temporary basis.
- ☐ The employee **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: \_\_\_\_\_

Treatment plan: \_\_\_\_\_

- ☐ The employee is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

### Comments:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

- ☐ Attending Physician    ☐ Consulting Physician    ☐ Pain Program Physician  
☐ IME Physician    ☐ PCE Therapist    ☐ OT / PT Therapist    ☐ PEP Physician