

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Legal Administrative Specialist II

JOB CLASSIFICATION Legal Administrative Specialist II

DOT TITLE Legal Secretary (clerical) **DOT NUMBER** 201.362-010

DEPARTMENT Judicial Administration **DIVISION** Caseflow & Court Clerks Division

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 40

CONTACT'S NAME & TITLE Elias Crisostomo Jr.

CONTACT'S PHONE 206-296-7832

ADDRESS OF WORKSITE 516 3rd Ave. Rm. E609 Seattle, WA 98104

VRC NAME Kyle Pletz **DATE COMPLETED** 12/9/03

VRC NAME Jeff Casem **DATE REVISED** 6/10/09

DATE REVISED 8/17/06

WORK HOURS 8 hours per day, 40 hours per week; flex hours during core business hours.

OVERTIME (Note: Overtime requirements may change at the employer's discretion)
Optional, approximately 8 hours per month.

JOB DESCRIPTION

Under general supervision, performs a variety of technical clerical support services. These include performing data entry, document preparation, and scanning for the Superior Court Clerk's office.

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 equivalent. Demonstrated knowledge or ability in the following areas: use of court procedures and legal terminology; Word for windows, Excel; strong and effective communication and interpersonal skills; to operate midrange and high capacity document

scanners; to prioritize and organize unit workloads; to handle multiple tasks simultaneously. Must have strong typing and/or data entry skills with 55 WPM minimum; 10 key by touch. Ability to lift 25 pound; stand for long periods of time; sit for long periods of time; perform repetitious duties-stapling, turning pages, typing, feeding papers, and removing staples.

ESSENTIAL FUNCTIONS

1. Process large volume of legal documents pursuant to RCW's, court rules and department procedures.
2. Independently determine the effect of documents on caseload management and accurately record the information into CORE ECR. (prepping/indexing)
3. Prepare documents for scanning and perform quality checking, paying close attention to detail.
4. Scan legal documents into CORE ECR.
5. Re-assemble documents and prepare documents for storage including terminal digit sorting.
6. Process electronic images of legal documents.
7. Determine appropriate workflow and process electronic images of legal documents. (indexing)
8. Answer inquiries (internal/external) and provide available assistance pursuant to court rules and department policy.
9. Provide customer service at the front counter.
10. Stamps documents and then sorts the documents by placing them in to mail bins at various heights.

PERSONAL PROTECTIVE EQUIPMENT USED

Gloves.

OTHER TOOLS & EQUIPMENT USED

Stapler, staple remover, cart, copy machine, scanner, industrial paper drill, file stamps, rubber bands, clips, documents, papers, rubber stamps, pen and pencil.

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

Medium—exerting 20 to 50 pounds of force occasionally, and/or 25-50 pounds of force frequently, and/or 10-20 pounds of force constantly.

Standing

Health Care Provider initials if restricted _____

Occasionally on flat carpeted surfaces for up to 30 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while using the copy machine, performing terminal digit sorting, providing customer service at the front counter and putting scanned images on shelves. The employee also stands while sorting and batching documents at counter duty.

Walking

Health Care Provider initials if restricted _____

Occasionally on flat linoleum or carpeted surfaces for distances of up to 300 feet for up to 5 minutes at a time for 15 minutes total in a work shift. Most commonly occurs while obtaining files and taking boxes of files to staging area.

Sitting

Health Care Provider initials if restricted _____

Continuously on an office chair for up to 2.5 hours at a time for up to 7 hours total in a work shift. Most commonly occurs while prepping, scanning and indexing documents.

Bending neck down

Health Care Provider initials if restricted _____

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift. Most commonly occurs while prepping, scanning and indexing documents.

Bending/Stooping

Health Care Provider initials if restricted _____

Occasionally for up to 5 seconds at a time for up to 10 minutes total in a work shift. Most commonly occurs while obtaining documents for prepping, scanning and indexing.

Reaching above shoulder height

Health Care Provider initials if restricted _____

Occasionally for up to 5 seconds at a time for up to 10 minutes total in a work shift while reaching for rubber bands and clips while seated and prepping documents.

Reaching at waist to shoulder height

Health Care Provider initials if restricted _____

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift. Most commonly occurs while prepping, scanning and indexing documents.

Reaching at knee to waist height

Health Care Provider initials if restricted _____

Rarely for up to 5 seconds at a time for up to 5 minutes total in a work shift while obtaining documents for prepping, scanning and indexing.

Reaching at floor to knee height

Health Care Provider initials if restricted _____

Occasionally for up to 5 seconds at a time for up to 10 minutes total in a work shift while obtaining documents for prepping, scanning and indexing.

Lifting 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 5 seconds at a time for up to 10 minutes total in a work shift. Most commonly occurs with weights of 3-5 pounds while obtaining documents for prepping, scanning and indexing.

Carrying 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for distances of up to 10 feet for up to 5 seconds at a time for up to 10 minutes total in a work shift. Most commonly occurs with weights of 3-5 pounds while obtaining documents for prepping, scanning and indexing.

Lifting 11-20 pounds

Health Care Provider initials if restricted _____

Rarely for up to 5 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 15-20 pounds while moving boxes of documents.

Carrying 11-20 pounds

Health Care Provider initials if restricted _____

Rarely for distances of up to 10 feet for up to 5 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 15-20 pounds while moving boxes of documents.

Lifting 21-50 pounds

Health Care Provider initials if restricted _____

Rarely for up to 5 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 21-25 pounds while moving boxes of documents.

Carrying 21-50 pounds

Health Care Provider initials if restricted _____

Rarely for distances of up to 10 feet for up to 5 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 20-25 pounds while moving boxes of documents.

Pushing and Pulling

Health Care Provider initials if restricted _____

Occasionally on flat linoleum or carpeted surfaces for distances of up to 300 feet for up to 5 minutes at a time with a force of up to 15 pounds for up to 15 minutes total in a work shift while moving boxes of files on a cart.

Handling

Health Care Provider initials if restricted _____

Occasionally for up to 15 seconds at a time for up to 1 hour total in a work shift while grabbing stacks of documents for prepping, scanning and indexing.

Operating Controls with Hands

Health Care Provider initials if restricted _____

Occasionally for up to 15 seconds at a time for up to 3 hours total in a work shift while using a computer mouse and a staple remover.

Fingering

Health Care Provider initials if restricted _____

Continuously & Highly Repetitive for up to 2.5 hours at a time and up to 7 hours total in a work shift while manipulating sheets of paper when prepping and scanning documents, removing staples when prepping documents and typing when indexing documents.

Talking

Health Care Provider initials if restricted _____

Occasionally for up to 1 minute at a time for up to 30 minutes total in a work shift while discussing work duties with co-workers and while assisting the public. On a rare occasion the employee

may need to talk for up to 2 minutes at a time and up to one hour total in a work shift while providing training to a new employee.

Hearing

Health Care Provider initials if restricted _____

Occasionally for up to 1 minute at a time for up to 30 minutes total in a work shift while discussing work duties with co-workers. On a rare occasion the employee may need to hear for up to 2 minutes at a time and up to one hour total in a work shift while providing training to a new employee.

Seeing

Health Care Provider initials if restricted _____

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while prepping, scanning and indexing documents.

ENVIRONMENTAL FACTORS

Work is performed in an office setting. Copy machine and scanner and paper drill are the loudest noises in the office. The employee can occasionally be exposed to solvents/detergents that are used to clean the scanners.

The noise level is

Approximately 40 decibels. The noise is caused by office machines.

HCP Initials if Restricted

Work environment may include the following exposure(s):

Dust: Occasionally

HCP Initials if Restricted

POTENTIAL MODIFICATIONS TO JOB

Lower/adjustable work station to reduce bending the neck up.

Mirrors to avoid bending the neck up.

Employees can grab smaller stacks of documents in order to reduce static positions and encourage alternating postures/movements.

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.

Kyle Pletz, VRC, Vocational Consultant

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