

JOB TITLE: Administrative Specialist II
EMPLOYEE:
VRC: Kyle Pletz

DOT #: 169.167-010
CLAIM #



King County

KING COUNTY ON SITE JOB ANALYSIS

JOB CLASSIFICATION Administrative Specialist II

DOT TITLE Administrative Assistant

DOT NUMBER 169.167-010

DEPARTMENT Development and Environmental Services

DIVISION Land Use Services

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 20

JOB STATUS

Full Time, Career Service.

ADDRESS OF WORKSITE

900 Oaksdale Avenue Southwest
Renton, WA 98055

CONTACT'S NAME Steve Bottheim

CONTACT'S PHONE 206-296-7144

EMPLOYER JOB TITLE Environmental Scientist IV

DATE COMPLETED 6/20/03

VRC NAME Jeff Casem

DATE REVISED 9/11/09

WORK HOURS

40 hours per week, 10 hours per day. Monday through Thursday with a 30 minute lunch break.

OVERTIME

Never.

Fair Labor Standards Act Non-Exempt (hourly).

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JOB DESCRIPTION

Provides a variety of technical clerical support services such as providing specialized, technical or program-specific information; interviewing internal and external customers to establish services needed; establishing and maintaining data; and drafting and editing documents such as correspondence and contracts.

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 judgement.
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

Knowledge of general office principles and practices. Knowledge of standard office equipment that may include typewriter, personal computer, copier, fax machines, and multi-line telephone. Knowledge of proper English and grammar, usage as well as spelling. Must have customer service and written communication skills. Computer skills including spreadsheet, word-processing and data entry. Ability to maintain confidentiality, handle difficult client situations with discretion and diplomacy, work independently as well as prioritize and complete multiple tasks simultaneously. Must have excellent oral and written communication skills, including ability to communicate in a pleasant, non-judgmental, respectful, culturally sensitive manner under varying levels of stress.

ESSENTIAL FUNCTIONS Listed in order of importance

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 employees may have to deal with sensitive and/or potentially volatile situations.
2. Establish, maintain, code, modify, track and/or retrieve information and compile data that may require information searches through files, contracts, records, microfilm, blueprints, maps or computer files, including spreadsheets and/or customized database applications; enter, obtain and/or verify information and make sure the appropriate disposition of evidence and/or exhibits follow established, clearly defined methods and guidelines.
3. Interview internal and/or external customers to establish program-specific documentation and/or identify services needed.

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4. Perform light to moderate numerical calculations involving accounts payable, accounts receivable, cashiering, reconciling accounts, monitoring expenditures, preparing budgets, payroll and/or other applications.
5. Maintain, inventory, order, collect and distribute supplies and/or equipment.
6. Compose, draft, type and/or word process, proofread and edit documents, contracts, and/or correspondence to ensure these conform to the appropriate use of the English language and established procedures; may require machine transcription.
7. Process mail by attaching related correspondence or information before forwarding, responding to mail when appropriate; respond to mail that can be handled personally; identify priority and/or time-sensitive matters; and maintain security and confidentiality.
8. May modify and update desk procedures that relate to assigned work.
9. May schedule meetings and maintain calendars for supervisor and/or organizational unit/program.
10. Supports technical screening process including typing handwritten documents, meeting with applicants and scheduling meetings.
11. Covers reception as needed.
12. Provide production support in preparing land use and SEPA notices for publication .Create mailing list of agencies and surrounding property owners. Coordinate with newspapers and maintain party of record list.

TOOLS, MACHINES, EQUIPMENT, PRODUCTS, AND SERVICES USED

Equipment used may include a computer, multi-line telephone, printer, copy machine, fax machine, typewriter, calculator, stapler, files, plans, cart, code books, documents and hole punch.

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

Rare = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

This job is classified as

Sedentary

Standing

Occasionally on flat, carpeted and tiled surfaces for up to 30 minutes at a time for up 2 hours total in a work shift. Most commonly occurs while using the copy machine, conducting up to 3 applicant interviews per day and speaking with clients. The employee can alternate sitting and standing as needed. Standing

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varies in accordance with business demand; spring and summer are the busiest times of the year.

Walking

Occasionally on flat, carpeted and tiled surfaces for distances of up to 150 feet at a time for up to 15 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while walking between the workstation and copy machine, Plans Examiners office and file cabinets. The incumbent also delivers plans up stairs for pre apps.

Sitting

Frequently on an office chair for up to 2.5 hours at a time for up to 4 hours total in a work shift. Most commonly occurs while performing computer work, creating files and answering the telephone. The employee can alternate sitting and standing as needed.

Bending/Stooping

Occasionally on flat carpeted surfaces for up to 5 minutes at a time for up to 20 minutes total in a shift when retrieving and replacing supplies on low shelves or cabinets, adding paper to the copy machine, and searching through low file drawers. Bending/stooping may be reduced by alternating with crouching or kneeling.

Kneeling

Occasionally on flat carpeted surfaces for up to 5 minutes at a time for up to 20 minutes total in a shift when retrieving and replacing supplies on low shelves or cabinets, adding paper to the copy machine, and searching through low file drawers. Kneeling can be reduced by alternating with bending/stooping or crouching.

Crouching

Occasionally on flat carpeted surfaces for up to 5 minutes at a time for up to 20 minutes total in a shift when retrieving and replacing supplies on low shelves or cabinets, adding paper to the copy machine, and searching through low file drawers. Crouching can be reduced by alternating with bending/stooping or kneeling.

Reaching above shoulder height

Occasionally on flat carpeted surfaces for up to 2 minutes at a time for up to 10 minutes total in a work shift while placing and removing supplies and files out of high file drawers and cabinets as well as posting and removing bulletins.

Reaching at waist to shoulder height

Continuously for up to 2.5 hours at a time for up to 6 hours total in a work shift while typing, operating the computer mouse, manipulating documents, operating

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copier and other office machines, placing and removing office supplies and files out of drawers and cabinets.

Reaching at knee to waist height

Occasionally for up to 2 minutes at a time for up to 10 minutes total in a work shift while loading a ream of paper in to the copy machine as well as placing and removing files and office supplies from cabinets and drawers.

Reaching floor to knee height

Occasionally for up to 5 minutes at a time for up to 20 minutes total in a shift when retrieving and replacing supplies on low shelves or cabinets, adding paper to the copy machine, and searching through low file drawers.

Lifting 1-10 pounds

Occasionally for up to 5 seconds at a time for up to 15 minutes total in a work shift. Most commonly occurs with weights of 5-10 pounds while lifting supplies (5 pounds), plans (5-10 pounds), code books (8 pounds), files (6-7 pounds) and paper (5 pounds) for the photocopy machine. Assistance for lifting is available.

Carrying 1-10- pounds

Occasionally for distances of up to 150 feet for up to 3 minutes at a time for up to 6 minutes total in a work shift. Most commonly occurs with weights of 5 pounds while transporting office supplies, paper and packets of forms. The employee also transports plans to the Plans Examination office. A cart is available to reduce or eliminate carrying.

Pushing and Pulling

Occasionally for up to 30 seconds at a time for up to 3 minutes total in a work shift with a pushing/pulling force of 4-15 pounds. Most commonly occurs while opening and closing drawers (up to 4 pounds), opening doors (up to 15 pounds) and pushing a cart (5-7 pounds).

Handling

Frequently for up to 10 minutes at a time for up to 2 hours total in a work shift while using the telephone and performing computer duties as well as manipulating plans, documents, door handles, plans, phone, cart handle and files.

Fingering

Frequently for up to 2.5 hours at a time for up to 5 hours total in a work shift while typing, writing, manipulating files and documents, folding mailings, operating the copy machine and scheduling appointments.

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Talking

Occasionally for up to 5 minutes at a time for up to 1 hour total in a work shift while conversing with co-workers about assignments, as well as providing customer service and scheduling appointments for customers and applicants in person or via telephone.

Hearing

Occasionally for up to 5 minutes at a time for up to 1 hour total in a work shift while conversing with co-workers about assignments, as well as providing customer service and scheduling appointments for customers and applicants in person or via telephone.

Near acuity—clarity of vision at 20 inches or less

Frequently for up to 2.5 hours at a time for up to 4 hours total in a work shift while reading documents and looking at computer screen while typing.

TEMPERAMENTS

Directing or controlling, or planning activities of others: Frequently

Performing repetitive or short-cycle work: Frequently

Performing a variety of duties: Rare

Working effectively under stress: Frequently

Working under specific instructions: Frequently

Working with others: Continuously

Making judgments and decisions: Occasionally

ENVIRONMENTAL FACTORS

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

Odors: Occasionally

Dust: Rare

POTENTIAL MODIFICATIONS TO JOB

Adjustable ergonomic chair with lumbar support for increased comfort while sitting for an extended duration.

Ergonomic keyboard and pen to promote proper body mechanics when typing and writing.

Cart to reduce or eliminate carrying.

Sit on a stepstool or chair to reduce or eliminate bending/stooping when manipulating files in lower file drawers.

Alternate tasks to reduce static positions.

Door stop or door hook to hold doors open when pushing cart through door ways.

Headset to promote proper posture when talking on the telephone.

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Signature & title of evaluator

Date

Signature & title of contact

Date

Signature & title of employee

Date

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HEALTH CARE PROVIDER SECTION

Check all that apply

The employee is released to perform the described duties without restrictions on performance or work hours.

The employee is released to perform the described duties on a reduced schedule. 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