

EMPLOYEE:

CLAIM #



**Job Analysis Form**  
**ALTERNATE FORMAT AVAILABLE**

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**JOB TITLE** Administrative Specialist II      **JOB CLASSIFICATION** Administrative Specialist II

**DOT TITLE** Administrative Assistant      **DOT NUMBER** 169.167-010

**DEPARTMENT** Development and Environmental Services

**DIVISION** Building and Fire Services

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 9

**CONTACT'S NAME & TITLE** Lisa Dinsmore

**CONTACT'S PHONE** 206-296-7171

**ADDRESS OF WORKSITE**

900 Oakesdale Avenue Southwest  
Renton, WA 98057

**VRC NAME** Kyle Pletz      **DATE COMPLETED** 5/27/04

**VRC NAME** Jeff Casem      **DATE REVISED** 5/11/09

**WORK HOURS**

36 hours per week, 9 hours per day. Monday through Thursday 7:00am to 4:30 pm.

**OVERTIME** (Note: Overtime requirements may change at the employer's discretion)  
Optional on a rare occasion in accordance with special projects and business demand.

**JOB DESCRIPTION**

Provides a variety of technical clerical support services such as providing specialized, technical or program-specific information; interviews internal and external customers to establish services needed; establishes and maintains data; and drafts and edits 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 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**

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 skills both in person and on the phone. Computer skills including spreadsheet, word-processing and data entry. Ability to maintain confidentiality, handle difficult client situations with discretion and diplomacy, and work independently as well as prioritize and complete multiple tasks simultaneously. Must have excellent oral and written communication skills, including the ability to communicate in a pleasant, non-judgmental, respectful, culturally sensitive manner under varying levels of stress.

## **ESSENTIAL FUNCTIONS**

1. Provides 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. Establishes, maintains, codes, modifies, tracks and/or retrieves 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; enters, obtains and/or verifies information and make sure the appropriate disposition of evidence and/or exhibits follow established, clearly defined methods and guidelines.
3. Interviews internal and/or external customers to establish program-specific documentation and/or identify services needed.
4. Performs light to moderate numerical calculations involving accounts receivable, reconciling accounts and/or other applications.
5. Maintains, inventories, orders, collects and distributes supplies and/or equipment.
6. Composes drafts, types and/or word processes, proofreads and edits documents, contracts, and/or correspondence to ensure these conform to the appropriate use of the English language and established procedures.
7. Processes mail by attaching related correspondence or information before forwarding, responding to mail when appropriate; responds to mail that can be handled personally; identifies priority and/or time-sensitive matters; and maintains security and confidentiality.
8. May be assigned the orientation and/or training of co-workers.
9. May modify and update desk procedures that relate to assigned work.
10. May attend and take minutes at meetings.
11. May schedule meetings and maintain calendars for supervisor and/or organizational unit/program.

## **NON-ESSENTIAL FUNCTIONS**

1. Stocking supplies.
2. Unpacking, rearranging and sorting educational materials, boxes of forms and items from the print shop.

**OTHER TOOLS & EQUIPMENT USED**

Equipment used may include a computer, trackball, multi-line telephone, printer, copy machine, fax machine, typewriter, calculator, stapler, files, plans, cart, 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
- 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 flat, carpeted and tiled surfaces for up to 10 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while using the copy machine, speaking with clients and speaking with co-workers. The employee can alternate sitting and standing as needed.

**Walking**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on flat, carpeted, anti-fatigue mat and tiled surfaces for distances of up to 150 feet at a time for up to 2 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs while walking between the workstation and copy machine, file room, reception area, supply room and records center.

**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 performing computer work, creating files and answering the telephone. The employee can alternate sitting and standing as needed.

**Climbing**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely on a stepstool to heights of up to 1 foot for up to 2 seconds at a time for up to 1 minute total in a work shift. Most commonly occurs while utilizing a stepstool to access supplies on upper shelves or files in upper file cabinet drawers.

**Balancing**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on a stepstool to heights of one foot for up to 1 minute at a time for up to 30 minutes total in a work shift. Most commonly occurs while utilizing a stepstool to access supplies on upper shelves or files in upper file cabinet drawers.

**Bending neck up**

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. Most commonly occurs while looking for supplies and plans on upper shelves or files in upper file cabinet drawers. A step stool is available to use to help reduce bending neck up.

**Bending neck down**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 5 minutes at a time for up to 2.5 hours total in a work shift. Most commonly occurs while reviewing documents and writing/recording messages on work surface. A document holder is available to help reduce bending the neck down.

**Bending/Stooping**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on flat carpeted surfaces for up to 3 minutes at a time for up to 30 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**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on flat carpeted surfaces for up to 3 minutes at a time for up to 30 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.

**Squatting**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on flat carpeted surfaces for up to 3 minutes at a time for up to 30 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**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on flat carpeted surfaces for up to 2 minutes at a time for up to 30 minutes total in a work shift while placing and removing supplies, plans and files in high file drawers and cabinets.

**Reaching at waist to shoulder height**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently and highly repetitive for up to 2 hours at a time for up to 5 hours total in a work shift while typing, operating the computer mouse, manipulating documents, operating a copy machine and other office machines as well as placing and removing office supplies and files out of drawers and cabinets.

**Reaching at knee to waist height**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 3 minutes at a time for up to 1.5 hours total in a work shift while loading a ream of paper in to the copy machine as well as placing and removing files/plans and office supplies from cabinets and drawers.

**Reaching at floor to knee height**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 3 minutes at a time for up to 1.5 hour 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**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 1 minute at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 1-5 pounds while lifting supplies (5 pounds), plans (1-2 pounds), files (1-3 pounds) and paper (5 pounds) for the photocopy machine.

**Carrying 1-10 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for distances of up to 150 feet for up to 3 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 1-5 pounds while transporting office supplies, paper and packets of forms. A cart is available to reduce or eliminate carrying.

**Pushing and Pulling**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 30 seconds at a time for up to 30 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**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 5 minutes at a time for up to 3 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. A telephone headset can be used to reduce handling while talking on the telephone.

**Operating Controls with Hands**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 5 minutes at a time for up to 3 hours total in a work shift while using a computer mouse/trackball to navigate in the PBX and permits plus software systems and call tracker. The employee clicks the mouse approximately 2400-3500 times per shift

**Fingering**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 2 hours at a time for up to 7 hours total in a work shift while typing, writing, manipulating files and documents, folding mailings and operating the copy machine.

**Talking**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 5 minutes at a time for up to 7 hours total in a work shift while conversing with co-workers about assignments, as well as providing customer service for customers and applicants in person or via telephone.

**Hearing**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 5 minutes at a time for up to 7 hours total in a work shift while conversing with co-workers about assignments and downloading messages from the message line as well as providing customer service for customers and applicants in person or via telephone.

**Seeing**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 2 hours at a time for up to 8 hours total in a work shift while performing data entry as well as reading documents and permits.

**ENVIRONMENTAL FACTORS**

Work is performed in an office setting in close proximity to other workers and cubicles. The employee interacts with the general public, both directly and indirectly. Copy machine and telephone ringers are the loudest noises in the office.

**The noise level is**

HCP Initials if Restricted

Approximately 40-50 decibels. The noise is caused by general office noises.

**Work environment may include the following exposure(s):**

HCP Initials if Restricted

Fumes: Rare

Odors: Rare

Dusts: Rare


**POTENTIAL MODIFICATIONS TO JOB**

Workpace software to regulate and monitor finger movements when using the computer.

Shades to reduce monitor glare.

Grab bar to assist in movement.

Ergonomic workstation/evaluation to provide proper body postures while performing computer duties as well as desk tasks.

Document holder to promote proper posture when performing data entry but different clamp style may be beneficial.

Podium/angled surface to promote proper posture when reviewing documents.

Alternate tasks as needed to breakup repetitive motions.

Trackball with hand support for increased comfort during mouse usage.

Large flat screen monitor to promote proper posture when reviewing information on computer screen.

Goldtouch adjustable ergonomic keyboard for increased comfort while keyboarding.

Sit stand workstation to promote alternating body postures.

Ergonomic chair for increased lumbar support and comfort while sitting for extended durations.

Space heater.

Touchpad alternative to trackball.

**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.

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Printed name & title of VRC evaluator

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Signature of VRC evaluator

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Date

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Printed name & title of contact

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Signature of contact

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Date

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Printed name & title of contact

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Signature of contact

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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