

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

DOT #: 169.167-010  
CLAIM #



**King County**

## **KING COUNTY ON SITE JOB ANALYSIS**

**JOB TITLE** Administrative Specialist II

**JOB CLASSIFICATION** Administrative Specialist II

**DOT TITLE** Administrative Assistant

**DOT NUMBER** 169.167-010

**DEPARTMENT** Natural Resources and Parks

**DIVISION** Parks and Recreation

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 5

**JOB STATUS**

Full Time, Career Service.

**ADDRESS OF WORKSITE**

6046 W Lake Sammamish Parkway NE  
Redmond, WA 98052

**CONTACT'S NAME** Helen Gonzales

**CONTACT'S PHONE** (206) 205-8655

**EMPLOYER JOB TITLE** Recreation Coordinator

**DATE COMPLETED** 10/16/02

**VRC NAME** Jeff Casem

**DATE REVISED** 5/12/09

**WORK HOURS**

35 hours per week, 7 hours per day, Monday through Friday, 9:00am to 5:00 pm.

**OVERTIME**

Optional, Rare. 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 with. 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 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.
12. Processes cash, check and credit card payments.

#### **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, documents, cash, checks, credit cards, point of sale keyboard 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 surfaces for up to 5 minutes at a time for up to 20 minutes total in a work shift. Most commonly occurs while using the copy machine or speaking with clients. The employee can alternate sitting and standing as needed.

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**Walking**

Occasionally on flat carpeted surfaces for distances of up to 40 feet at a time for up to 40 seconds at a time for up to 15 minutes total in a work shift. Most commonly occurs while walking between the workstation and copy machine, supervisor's office and file cabinets.

**Sitting**

Continuously on an office chair for up to 2 hours at a time for up to 7 hours total in a work shift. Most commonly occurs performing computer work and answering the telephone. The employee can alternate sitting and standing as needed.

**Bending/Stooping**

Occasionally on flat carpeted surfaces for up to 1 minute at a time for up to 10 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.

**Reaching above shoulder height**

Rare on flat carpeted surfaces for up to 5 seconds at a time for up to 2 minutes total in a work shift while placing and removing supplies and files out of high file drawers and cabinets.

**Reaching at waist to shoulder height**

Continuously for up to 2 hours at a time for up to 7 hours total in a work shift while typing, operating the computer mouse, operating 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 10 seconds at a time for up to 5 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.

**Lifting 1-10 pounds**

Rare for up to 3 seconds at a time for up to 1 minute total in a work shift. Most commonly occurs with weights of 5 pounds while lifting supplies, files and paper for the photocopy machine.

**Carrying 1-10- pounds**

Occasionally for distances of up to 40 feet for up to 40 seconds at a time for up to 1 minute total in a work shift. Most commonly occurs with weights of 5 pounds while transporting office supplies, paper, and packets of forms. A cart is available to reduce or eliminate carrying.

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### **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 3 pounds. Most commonly occurs while opening and closing drawers, opening doors and pushing a cart.

### **Handling**

Frequently for up to 30 seconds at a time for up to 4 hours total in a work shift while sorting through files as well as using the telephone and computer mouse.

### **Fingering**

Frequently for up to 30 seconds 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.

### **Talking**

Continuously for up to 15 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 and scheduling appointments for clients in person or via telephone.

### **Hearing**

Frequently for up to 15 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 and scheduling appointments for clients 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 7 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: Continuously  
Influencing people in their opinions, attitudes, and judgments: Occasionally  
Working effectively under stress: Frequently  
Working under specific instructions: Continuously  
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 noise level is quiet. Copy machine and telephone ringers are the loudest noises in the office.

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**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 to reduce or eliminate bending/stooping when manipulating files in lower file drawers.

Alternate tasks to reduce static positions.

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Signature & title of evaluator

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Date

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Signature & title of contact

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Date

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Signature & title of employee

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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