

JOB TITLE: Administrative Office Assistant
EMPLOYEE:
VRC: Kyle Pletz

DOT #: 239.567-010
CLAIM #



King County

KING COUNTY ON SITE JOB ANALYSIS

JOB TITLE Administrative Office Assistant

JOB CLASSIFICATION Administrative Office Assistant

DOT TITLE Office Helper

DOT NUMBER 239.567-010

DEPARTMENT Natural Resources and Parks

DIVISION Solid Waste

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 1

JOB STATUS

Full Time, Career Service.

ADDRESS OF WORKSITE

201 South Jackson, Suite 701
Seattle, WA 98104

CONTACT'S NAME Roxanne Malatesta

CONTACT'S PHONE 206-263-6236

EMPLOYER JOB TITLE Confidential Secretary I

DATE COMPLETED 10/27/03

VRC NAME Jeff Casem

DATE REVISED 6/25/09

WORK HOURS

7:30am-4:00pm, Monday through Friday, 40 hours per week.

OVERTIME

Optional, Rare, approximately 2 hours per month.
Fair Labor Standards Act, Non-Exempt (hourly).

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JOB DESCRIPTION

Collects and distributes paperwork, such as reports or payroll documents, from one County location to another. Tracks reports and provides general office support.

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

Must be an active client of the State Division of Developmental Disabilities or have a disability that meets the definition contained RCW 71A.10.020 to be eligible for this supported employment position. Ability to occasionally lift up to 40 pounds. Ability to travel between various King County buildings in the downtown Seattle area and deliver various materials and documents. Ability to read mail stops, names and schedules as well as discern numbers and sequences. Must have the ability to accurately tell time and to adhere to a schedule for deliveries and duties. Must have the ability to compose notes for deliveries and various job duties. Must have the ability to perform basic office support tasks and follow instructions. The ability to use a computer for e-mail purposes is preferred.

ESSENTIAL FUNCTIONS Listed in order of importance

1. Delivers documents, packages, and various materials, between various King County buildings in the downtown Seattle area. Documents can include accounts receivable and accounts payable information from payroll.
2. Records information, such as items received and delivered, and recipient's signature.
3. Safely travels between various County buildings in the downtown Seattle area, using established routes.
4. Provides general office support including assisting with mailing and labeling documents.

NON-ESSENTIAL FUNCTIONS

1. Performs photo copying as requested.
2. Assists in the disbursement of brochure orders as assigned.
3. Performs filing duties as requested.

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4. Delivers items to the county mailroom as requested.
5. Stamps invoices.
6. Carries a cell phone.

TOOLS, MACHINES, EQUIPMENT, PRODUCTS, AND SERVICES USED

Computer, copy machine, luggage cart with bin, file boxes, shoulder bag, documents, mail, cell phone, rain gear, telephone and clip board.

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

Medium

Standing

Occasionally on flat cement, tile, linoleum and carpeted 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, waiting for elevators, and waiting for deliveries.

Walking

Frequently on flat cement, tile, linoleum and carpeted surfaces for distances of up to four blocks for 5 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while performing deliveries and traveling between various County buildings.

Sitting

Frequently on an office chair for up to 1 hour at a time for up to 3 hours total in a work shift. Most commonly occurs while reading and composing e-mail, tracking reports, completing clerical projects, participating in mailings/envelope stuffing, and applying labels.

Climbing stairs

Rare for up to 7 minutes at a time while climbing up to 7 flights for up to 15 minutes total in a work shift. Most commonly occurs while participating in fire drills and using the stairs when the elevator is out of service.

Bending/Stooping

Rare on flat cement, tile, linoleum and carpeted surfaces for up to 1 minute at a time for up to 5 minutes total in a work shift. Most commonly occurs while filing, as well as loading and unloading delivery materials from a bin. Bending/stooping can be reduced by alternating with kneeling or crouching.

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Kneeling

Rare on flat cement, tile, linoleum and carpeted surfaces for up to 1 minute at a time for up to 2 minutes total in a work shift. Most commonly occurs while filing, as well as loading and unloading delivery materials from a bin. Kneeling can be reduced by alternating with bending/stooping or crouching.

Crouching

Rare on flat cement, tile, linoleum and carpeted surfaces for up to 1 minute at a time for up to 5 minutes total in a work shift. Most commonly occurs while filing, as well as loading and unloading delivery materials from a bin. Crouching can be reduced by alternating with bending/stooping or kneeling.

Reaching above shoulder height

Rare for up to 5 seconds at a time for up to 30 seconds total in a work shift while using overhead bins, reaching for copy paper on upper shelves and manipulating documents in mail bins and boxes.

Reaching at waist to shoulder height

Frequently for up to 1 hour at a time for up to 3.5 hours total in a work shift while reading and composing e-mail, tracking reports, completing clerical projects, participating in mailings/envelope stuffing, and applying labels.

Reaching at knee to waist height

Occasionally for up to 45 minutes at a time for up to 1 hour and 45 minutes total in a work shift while pushing and pulling a luggage cart for deliveries as well as opening and closing file cabinets and drawers.

Reaching at floor to knee height

Rare for up to 1 minute at a time for up to 5 minutes total in a work shift. Most commonly occurs while filing, as well as loading and unloading delivery materials from a bin.

Lifting 1-10 pounds

Occasionally for up to 30 seconds at a time for up to 7 minutes total in a work shift. Most commonly occurs with weights of 1-5 pounds while filing, manipulating contract documents, manipulating items for the mail room, manipulating boxes of brochures as well as loading and unloading delivery materials from a bin.

Carrying 1-10- pounds

Occasionally for distances of up to 4 blocks for up to 5 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 3-9 pounds while distributing reports and delivering documents using a shoulder bag.

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Lifting 11-20 pounds

Rare for up to 5 seconds at a time for up to 40 seconds total in a work shift. Most commonly occurs with weights of 15-20 pounds while manipulating boxes of brochures, contract document boxes and items for the mail room.

Lifting 21-50 pounds

Rare for up to 5 seconds at a time for up to 40 seconds total in a work shift. Most commonly occurs with weights of up to 40 pounds while manipulating boxes of waste mobile fliers, contract document boxes and items for the mail room. Heavy lifting is normally performed once weekly.

Pushing and Pulling

Occasionally for distances of up to 4 blocks for up to 5 minutes at a time with a force of 7 pounds for up to 1 hour and 35 minutes total in a work shift while using a luggage cart with a bin to deliver materials and documents to various County facilities in the downtown Seattle location.

Handling

Occasionally for up to 5 minutes at a time for up to 2 hours and 15 minutes total in a work shift while loading and unloading the delivery cart, manipulating files and documents as well as opening and closing doors and drawers.

Operating Controls with Hands

Occasionally for up to 1 minute at a time for up to 20 minutes total in a work shift while using automatic opening doors and manipulating the computer mouse.

Fingering

Frequently for up to 5 minutes at a time for up to 3 hours and 15 minutes total in a work shift while tracking reports, manipulating papers and documents, conducting deliveries, writing, manipulating the daily schedule, typing, using the computer mouse completing and manipulating timesheets.

Talking

Occasionally for up to 1 minute at a time with for up to 1 hour total in a work shift while conversing with co-workers, supervisors/managers and recipients of deliveries.

Hearing

Continuously for up to 1 minute at a time with for up to 6 hours total in a work shift while conversing with co-workers, supervisors/managers and recipients of deliveries. The employee also uses hearing when using the telephone and identifying potential hazards such as moving vehicles when performing deliveries.

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Near acuity—clarity of vision at 20 inches or less

Frequently for up to 30 minutes at a time for up to 2.5 hour total in a shift while reading and composing e-mail, tracking reports, completing clerical projects, participating in mailings/envelope stuffing, and applying labels.

Far acuity—clarity of vision at 20 feet or more

Occasionally for up to 1 hour at a time with for up to 2 hours total in a work shift while identifying potential hazards such as moving vehicles or potentially hostile persons when performing deliveries.

Depth perception—three dimensional vision

Occasionally for up to 1 hour at a time with for up to 2 hours total in a work shift while identifying potential hazards such as moving vehicles or potentially hostile persons when performing deliveries.

Field of vision—observing an area that can be seen up and down or right or left while eyes are fixed on a given point

Occasionally for up to 1 hour at a time with for up to 2 hours total in a work shift while identifying potential hazards such as moving vehicles or potentially hostile persons when performing deliveries.

TEMPERAMENTS

Performing repetitive or short-cycle work: Continuously
Influencing people in their opinions, attitudes, and judgments: Occasionally
Performing a variety of duties: Occasionally
Expressing personal feelings: Occasionally
Working alone or apart in physical isolation from others: Occasionally
Working effectively under stress: Rare
Attaining precise set limits, tolerances, and standards: Rare
Working under specific instructions: Continuously
Working with others: Continuously
Making judgments and decisions: Occasionally

ENVIRONMENTAL FACTORS

Work is performed in an office as well as an outside urban setting. The employee travels between various King County facilities to make deliveries and can potentially be exposed to moving vehicles and the general public, including potentially hostile persons. The noise level ranges from quiet to moderately. The loudest noises the worker is exposed to are sirens from emergency vehicles.

Workers are exposed to

Outside weather: Frequently
Extreme cold: Rare
Extreme heat: Rare
Wet: Rare

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Humidity/dampness: Rare
Fumes: Rare
Odors: Rare
Dusts: Rare
Mists: Rare
Gases: Rare
Moving mechanical parts: Frequently

POTENTIAL MODIFICATIONS TO JOB

Luggage cart and hand trucks are available to reduce carrying.

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