



Disability Services
Safety and Claims Management
Department of Executive Services
Human Resources Management Division
P.O. Box 80283
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JOB ANALYSIS

Job Title:	Administrative Specialist I-Elections Mail Room	DOT Title:	Election Clerk
SVP:	2	DOT #:	205.367-030
Location of Analysis:	919 SW Grady Way Renton, WA 98057	Name of Employee:	
Analyst:	Kyle Pletz, VRC, CDMS	JA Source:	Norm Aadland
Presenting VRC:		Employer Contact:	Fred Schuneman
Date Analysis Completed:	2/4/2013	Supervisor Contact Information	Phone: 206-296-1584 E-mail: fred.schuneman@kingcounty.gov

On-Site Interview Representative

JOB DUTIES:

Essential Functions according to the employer:

All King County jobs require ability/essential function to:

- Demonstrate predictable, reliable, and timely attendance.
- Follow written and verbal directions to complete assigned tasks on schedule.
- Read, write, and communicate in English & understand basic math.
- Learn from directions, observations, and mistakes and apply procedures using good judgment.
- Work independently or as part of a team and interact appropriately with others.

- Mail sorters help run the in-house mail sorting equipment, preparing incoming ballot envelopes for further processing.
- Remove mail tray from cart and feed in to machine by flipping bin upside-down on to Pitney Bowes mail sorting machine.
- Feed mail through machine, ensuring proper settings and operation of sorter machine via computer terminal.
- Remove sorted mail from end of machine and place in overhead tray (sweeping duties).
- Place sorted mail trays on cart and deliver to election pods for processing.
- Folds boxes for palletizing.
- Transports pallets to storage via pallet jack.
- Maintains machines by spraying compressed air to remove paper dust; remove ink cartridges to avoid leaking.



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EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

MINIMUM QUALIFICATIONS:

- Experience in elections and/or providing administrative support in high volume seasonal office environment.
- Strong attention to detail and accuracy.
- Keyboarding and data entry skills with production speed and accuracy (will be tested).
- Professional level verbal and written communication skills.
- Ability to prioritize multiple tasks and complete work assignments within established deadlines. Skill in using Microsoft office software, in a Windows based PC environment.
- Ability to deal with sensitive issues and maintain security and confidentiality.
- Ability to work in a fast paced production orientated work environment.
- Ability to work effectively both independently and as a team member to complete assignments.
- Ability to follow directions and conform to strict rules and regulations.
- Ability to gain functional knowledge of elections terminology and office processes in short time span.
- Ability to complete multiple tasks simultaneously in an efficient and accurate manner.
- Ability to work independently in a team environment.
- Ability to stand and/or sit for periods of time as required.
- Ability to handle, lift (35 lbs.) and move materials as required.

Machines, Tools, Special Equipment, Personal Protective Equipment Used:

Bins, boxes, gloves, sanitizer, canned compressed air, air compressor, ear plugs, envelopes, rubber bands, scissors, tape, stapler, pens, notepads, computer, carts, tables, pallet jack.

PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern
N = Never	<input type="checkbox"/> Sedentary	<input type="checkbox"/> Full-time
S = Seldom (1-10 %, up to 48 min)	<input type="checkbox"/> Light	<input checked="" type="checkbox"/> Part-time
O = Occasional (11-33%, 48 min. – 2 hr 25 min)	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Seasonal
F = Frequent (34-66%, 2 hr 26 min – 5 hr 35 min)	<input type="checkbox"/> Heavy	* Hours Per Day
C = Constant (67-100%, more than 5 hr 35 min)	<input type="checkbox"/> Very Heavy	* Days Per Week

*This is a short term temporary position with varying hours due to the workload revolving around four elections per year that markedly fluctuate in size. General office hours are from 8:30am to 4:30pm.

This is classified as a MEDIUM job by the US Department of Labor.

PHYSICAL DEMANDS		FREQUENCY						ACTIVITY DESCRIPTION
	% Time	N	S	O	F	C		
Sitting	5%		X				Computer work	
Standing	80%					X	Placing/removing trays from 7-level cart, feeding mail sorting machine, performing sweeping (off-bearing) duties of sorting machine.	
Walking	15%		X				50' to/from workstation and cart; 300' to enter/leave facility	



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	N	S	O	F	C		
Lifting floor – waist		35	5-20			lbs.	20lb trays of mail from cart up to 500 times per shift. Rarely lift a 35lb pallet.
Lifting waist–shoulder			5-20			lbs.	20lb trays of mail from cart up to 500 times per shift.
Lifting above shoulder			5-20			lbs.	20lb trays of mail from overhead tray at sweeping section of sorting machine. 1-3lbs stacks of mail to overhead bin of sorting machine.
Carry (Dist.)		20'	5'			5-35lbs.	Seldom 35lb pallet. 20lb trays of mail from cart up to sorter 500 times per shift.
Pushing/ Pulling			300'			35 lbs force	7-level rolling cart loaded with bins of mail is moved up to 300' up to 25times/shift.

	N	S	O	F	C	
Climbing		X				Step stool to clean mail sorter.
Balancing	X					
Stooping / Bending			X			Placing/removing trays on 7-level rolling cart, sweeping duties (reaching to grab stacks of mail off of sorting machine). Remove ink cartridge.
Twisting		X				Cleaning mail sorter.
Squatting / Kneeling		X				Placing/removing bins on 7-level rolling cart. Personal items must be stored on the floor, away from ballots.
Crawling	X					
Foot Controls	X					

	N	S	O	F	C	
Reaching (Level)	Forward				X	Manipulating, feeding, sweeping mail in sorter.
	Below Waist		X			Placing/removing bins on 7-level rolling cart.
	Above Shoulder		X			Placing/removing bins on 7-level rolling cart.
Handle/Grasp			X			Mail trays, stacks of envelopes.
Fine Finger Manipulation					X	Pieces of mail, cleaning sorting machine.
Hand Controls		X				Computer mouse when adjudicating ballots.
Repetitive Motion			X			Body part: hands Cycles/hr. 150
Vibratory Tasks	X					

	N	S	O	F	C	
Talking			X			With coworkers and superiors.
Hearing			X			Directions from leaders and supervisors.



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Visual:

Constant visual inspection of mail sorting machine to ensure proper flow of ballot envelopes.

ENVIRONMENTAL CONDITIONS	FREQUENCY					ENVIRONMENTAL CONDITIONS	FREQUENCY				
	N	S	O	F	C		N	S	O	F	C
Exposure to Weather	X					Noise Intensity*					X
Extreme Cold	X					Atmospheric Conditions	X				
Extreme Hot	X					Exposed Heights	X				
Wet and / or Humidity	X					Exposure to Electricity	X				
Proximity to Moving Mechanical Parts					X	Exposure to Toxic / Caustic Chemicals	X				
Exposure to Explosives	X					Exposure to Radiation	X				

Other: Paper dust is present as sorting machine grinds off bottom of envelopes to open them.

Analyst's Comments:

This position assists in the processing of election ballots, which happens four times per year. The size of the elections can greatly vary, affecting the hours worked in the position as well as the duties associated with processing ballots.

*Noise level is below required levels for hearing protection, but hearing protection is available. Mail sorting machine is rather loud and makes verbal communication difficult at times.

Possible Employer Modifications:

Anti-fatigue mats have been provided.

Note: The information for this job analysis was gathered by either on-site observation, interview and / or is representative of the labor market as indicated on page one. Additional data may have been obtained from standardized industry resources such as the DOT, GOE, COJ, OOH, WOIS and O-NET. On occasion, practicality and feasibility prevent the direct observation and/or gathering of objective, quantifiable data. For this reason, a "best estimate" may have been used.

Analyst:

Kyle Pletz, VRC, CDMS

Vocational Consultant

Date

Presenting VRC signature:

Vocational Consultant

Date

Employer Verification:

Fred Schuneman

Name

Date

Employee Verification: (optional)

Name

Date



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MEDICAL PROVIDER:

I agree that the employee can perform the physical activities described in this job analysis and can return to work.

State date employee is released to return to work if different from today's date _____

I agree the employee can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent or temporary basis.

The employee **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

The employee is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Comments:

Signature

Date

Print Name

- Attending Physician Consulting Physician Pain Program Physician
- IME Physican PCE Therapist OT / PT Therapist
- PEP Physician