



Disability Services
Safety and Claims Management
 Department of Executive Services
 Human Resources Management Division
 P.O. Box 80283
 Seattle, WA 98108
 (206) 205-8575
 (206) 296-0514 FAX

JOB ANALYSIS

Job Title:	Administrative Specialist I-Elections	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.

This position provides support for large-scale production operations, establishing, reconciling, and maintaining data. Employees will perform a variety of duties necessary to support the administration of the special, primary and general public elections in King County. Specific job functions will vary based on the needs of the election department.

Adjudication - Process of resolving ballots that are unable to be tabulated as-is by use of an electronic adjudication system.

Opener - Processing incoming ballots. Open and separate envelopes and ballots; inspect ballots and envelopes, complete batch ticket information.

Duplicator - Duplicate damaged or write-in ballots.

Reconciler - Computer work to reconcile ballots with generated reports, review signatures through visual comparison and correct others work.

Scanning - Process of scanning ballots, prior to Tabulation, using a ballot scanning device

Signature Verifier - Computer work to verify signatures through visual comparisons and code envelopes. Account for activity completed on a batch ticket.



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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 work quickly and efficiently in a fast-paced work environment.
- 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.

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

Bins, boxes, gloves, sanitizer, finger cots, ear plugs, envelopes, rubber bands, scissors, tape, stapler, zip ties, pens, notepads, computer, tally machine, carts, tables.

PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern
N = Never	<input checked="" 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 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 SENDENTARY job by the US Department of Labor.

PHYSICAL DEMANDS	% Time	FREQUENCY					ACTIVITY DESCRIPTION
		N	S	O	F	C	
Sitting	90%					X	Opening, counting, sorting, inspecting ballots. Verifying signatures at a computer. Adjudicating ballots.
Standing	5%		X				Placing/removing bins from 7-level cart; obtaining supplies
Walking	5%		X				50' to/from workstation and cart, 300' to enter/leave facility



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	N	S	O	F	C		
Lifting floor – waist		5-25				lbs.	Bins of ballots are placed and replaced on a 7-level rolling cart 3-4 times per shift. Boxes of envelopes.
Lifting waist–shoulder		5-25				lbs.	Bins of ballots are placed and replaced on a 7-level rolling cart 3-4 times per shift. Boxes of envelopes.
Lifting above shoulder		5-25				lbs.	Bins of ballots are placed and replaced on a 7-level rolling cart 3-4 times per shift. Boxes of envelopes.
Carry (Dist.)		50'				5-25lbs.	Bins of ballots are transferred 50' to a 7-level rolling cart 3-4 times per shift.
Pushing/ Pulling		X				35 lbs force	7-level rolling cart loaded with bins of ballots is moved up to 100' in a shift.

	N	S	O	F	C	
Climbing	X					
Balancing	X					
Stooping / Bending		X				Placing/removing bins on 7-level rolling cart
Twisting*	X					
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 Forward (Level)					X	Manipulating, inspecting, counting, sorting and opening ballots.
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			Stacks of envelopes, ballots.
Fine Finger Manipulation					X	Counting, sorting, inspecting and opening ballots.
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.

Visual:

Constant visual inspection of ballots to ensure they are completed correctly and can be scanned. When confirming signatures, the employee visually compares signatures on a computer for every ballot.



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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 perforated tabs on ballots are torn off frequently.

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.

Possible Employer Modifications:

[Empty box for possible employer modifications]

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