



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 III-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.

1. Responsible for visually inspecting and sorting all received mail and provisional ballot pulls to determine further action.
2. As necessary, duplicate ballots according to statutory guidelines and systems programming requirements.
3. Prepare E1C and alternate format ballots for use with Scan and Adjudication equipment, utilizing current ballot printing technologies
4. Prepare batches for Scan and Adjudication.
5. Provide quality control for processed batches prior to handing to tabulation
6. Reconcile pulled ballots daily with Opening and Alternate Format lead
7. Stay abreast of current and considered, state and federal, statutory requirements
8. Practice records management for original ballots and all duplication records
9. Provide feedback to Opening team of quality of work received.
10. Submit materials to Canvass Board Coordinator
11. Reconcile batch discrepancies prior to hand off.
12. Prepare materials for and conduct training for temp workers prior to each election. Provide all necessary coordination.
13. Continuously monitor ASII and temp work to meet quality and schedule requirements
14. Monitor and inventory production supply needs.
15. Daily production stats reporting both to network folder for historical data and to Manager
16. Maintain updated training and instructional documentation.
 - a. Review documents prior to each election, update as necessary, and submit to Supervisor for sign off.



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- 17. Determine temp staffing needs, prepare staffing requests, and submit to Supervisor and HR.
 - a. Provide feedback on temp workers to HR
- 18. Provide for daily and final reconciliation

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.
- Functional knowledge of elections terminology and office processes.
- 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.
- Ability to handle, lift (35 lbs.) and move materials 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.



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

PHYSICAL DEMANDS	FREQUENCY						ACTIVITY DESCRIPTION
	% Time	N	S	O	F	C	
Sitting	90%					X	Overseeing temporary election workers. Who perform opening, counting, sorting, inspecting ballots. Creating and modifying procedures via computer.
Standing *	5%		X				Overseeing temporary election workers; Placing/removing bins from 7-level cart; obtaining supplies.
Walking*	5%		X				50' to/from workstation, carts and temporary worker workstations; 300' to enter/leave facility

*4x per year the employee oversees elections which requires standing up to 1.5 hours per shift per shift.

*4x per year the employee oversees elections which requires walking up to 3.5 hours per shift.

	N	S	O	F	C		
Lifting ** floor – waist		5-35				lbs.	Bins of ballots are placed and replaced on a 7-level rolling cart 1-2 times per shift. Boxes of envelopes. **Palletizing banker boxes of ballots.
Lifting ** waist–shoulder		5-35				lbs.	Bins of ballots are placed and replaced on a 7-level rolling cart 1-2 times per shift. Boxes of envelopes. Rarely move 35# table. **Palletizing banker boxes of ballots.
Lifting above shoulder		5-35				lbs.	Bins of ballots are placed and replaced on a 7-level rolling cart 1-2 times per shift. Boxes of envelopes.
Carry (Dist.)		50'				5-35lbs.	Bins of ballots are transferred 50' to a 7-level rolling cart 1-2 times per shift. Rarely move 35# table.
Pushing/ Pulling		X				35 lbs force	7-level rolling cart loaded with bins of ballots is moved up to 100' in a shift.

**4x per year the employee palletizes boxes of ballots (20-35#) after an election (2.5hrs per shift for two days).

	N	S	O	F	C	
Climbing	X					
Balancing	X					
Stooping / Bending		X				Placing/removing bins on 7-level rolling cart, palletizing boxes of ballots.
Twisting*	X					
Squatting / Kneeling		X				Placing/removing bins on 7-level rolling cart. Lower drawers at workstation.
Crawling	X					
Foot Controls	X					



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	N	S	O	F	C	
Reaching (Level) Forward Below Waist Above Shoulder					X	Computer work. Manipulating, inspecting, counting, sorting ballots.
		X				Placing/removing bins on 7-level rolling cart. Low drawers at work station.
		X				Placing/removing bins on 7-level rolling cart.
Handle/Grasp			X			Stacks of envelopes, ballots, boxes, bins.
Fine Finger Manipulation					X	Keyboarding as well as counting, sorting, inspecting ballots.
Hand Controls			X			Computer mouse.
Repetitive Motion			X			Body part: hands Cycles/hr. 75
Vibratory Tasks	X					

	N	S	O	F	C	
Talking			X			With temporary elections workers.
Hearing			X			Directs team leaders and temporary elections workers.

Visual:

Constant oversight of temporary elections workers who are opening, sorting, counting and pulling ballots. 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.

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 oversees multiple temporary elections workers who process 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.



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Possible Employer Modifications:

Sit/stand workstation to reduce sitting during off-election times.

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