



Disability Services
Safety and Claims Management
Department of Executive Services
Human Resources Management Division
P.O. Box 80283
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(206) 205-8575
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JOB ANALYSIS

Job Title:	Administrative Specialist II-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:	Autumn Musch
Presenting VRC:		Employer Contact:	Richard Moore
Date Analysis Completed:	3/28/18	Supervisor Contact Information	Phone: 206-477-4118 E-mail: Richard.Moore@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.

- Provide excellent customer service to internal and external customers by processing voter registrations, communicating election program information and explaining election procedures, guidelines and regulations.
- Perform production-level computer work which includes accurate data entry, retrieving and editing records.
- Organize, coordinate work activities and provide training to diverse work groups.
- Set up records and file documents in both electronic and paper formats.
- Review documents for proper format, accuracy, completion, eligibility, and other legal guidelines.
- Audit work group activities to ensure performance quality and efficiency of work.
- Develop spreadsheets, word documents and reports to track and document performance data.
- Research and resolve questions from staff, citizens and stakeholders.
- Document and improve work processes, procedures and instructions.
- Perform various administrative duties in an office setting, lifting at least 20 lbs.
- Staff a drop box on Election night after 4pm outside in various weather conditions at night.
- Occasional travel to various parts throughout King County with limited or no public transportation services.



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EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

MINIMUM QUALIFICATIONS:

- A desire to help ensure the democratic process through public service.
- Ability to enter a high a volume of data into a production application with speed and accuracy.
- Capacity to maintain the integrity and confidentiality of the position.
- Familiarity with diverse communities and direct community based or customer service based experience is preferred.
- Commitment to providing excellent verbal and written customer service to everyone. This can be demonstrated through establishing and maintaining effective relationships, and building rapport with a variety of people through active, attentive listening, and respect for differing backgrounds and points of view.
- Demonstrated comfort with the use of Microsoft Excel, Microsoft Word, email and electronic record filing systems to create correspondence and spreadsheets, send and receive information, access and analyze data, and develop reports and outreach materials.

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

Bins, boxes, gloves, sanitizer, finger cots, envelopes, envelope openers, postage machine, documents, rubber bands, scissors, tape, rolling staircase, stapler, copy machine, printer, paper cutter, date stamper, laminator, zip ties, pens, notepads, computer, multi-line telephone, scanning machine, carts, tables.

PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern
N = Never	<input checked="" type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time
S = Seldom (1-10 %, up to 48 min)	<input type="checkbox"/> Light	<input 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	7 Hours Per Day
C = Constant (67-100%, more than 5 hr 35 min)	<input type="checkbox"/> Very Heavy	5 Days Per Week

This is a 35 hour per week position.

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						X		Up to 2 hrs./time,6 total while performing data entry, emails, reviewing documents, providing customer service, talking on the telephone, date stamping, batching, sorting mail and scanning.
Standing *			X*					Up to 5min./time, 15 min. total while scanning (can adjust to sitting position), providing customer service at the front counter (approximately 1x week for up to 4 hrs.) *When working at the front counter the employee can alt. between sit/stand as needed.
Walking			X					50' to/from workstation 10x/day, carts and workstation; 300' to enter/leave facility



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Lifting floor – waist	N	S	O	F	C	lbs.	Mail tray of documents (10-35) 10-15x/shift, archive boxes (35 lbs.) 1x mon., office supplies (1-10 lbs.) 1x day.
		1-35					
Lifting waist–shoulder	N	S	O	F	C	lbs.	Mail tray of documents (10-35) 10-15x/shift, archive boxes (35 lbs.) 1x mon., office supplies (1-10 lbs.) 1x day.
		1-35					
Lifting above shoulder	N	S	O	F	C	lbs.	Up to 5 sec./time, 30 sec total while placing office supplies on upper shelves.
		1-10					
Carry* (Dist.)	N	S	O	F	C	10 lbs.	Up to 50' time, 10-15x/shift while transporting a tray of documents or mail. *A cart is available to reduce carrying.
		50'					
Pushing/ Pulling	N	S	O	F	C	force	5-level rolling cart loaded with mail trays of documents and archive boxes, up to 100', 2x shift.
		25					

	N	S	O	F	C	
Climbing		X				Up to 4 steps on a rolling staircase, 1-2x/year.
Balancing	X					
Stooping / Bending*		X				Up to 10 sec./time 1 min. total while placing/removing bins and boxes on 5-level rolling cart, as well as utilizing lower shelves/cabinets. *Can alt. with squat/kneel as needed.
Twisting	X					
Squatting / Kneeling*		X				Up to 10 sec./time 1 min. total while placing/removing bins and boxes on 5-level rolling cart, as well as utilizing lower shelves/cabinets. *Can alt. with bend/stoop as needed.
Crawling	X					
Foot Controls	X					
Reaching (Level)	Forward		X			Up to 2 min/time, 2 hrs. total while manipulating documents, mail bins, archive boxes and computer mouse
	Below Waist		X			Up to 10 sec./time 1 min. total while placing/removing bins and boxes on 5-level rolling cart, as well as utilizing lower shelves/cabinets.
	Above Shoulder		X			Up to 5 sec./time, 30 sec total while placing office supplies on upper shelves.
Handle/Grasp			X			Up to 2 min./time, 1 hr. total while manipulating stacks of documents/mail, date stamping, bins, boxes and office supplies.



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	N	S	O	F	C	
Fine Finger Manipulation					X	Up to 1 hr./time, 6 hrs. total while using computer/keyboarding (data entry), mouse, scanning, manipulating documents, opening mail and writing.
Hand Controls			X			Up to 2 min min/time, 2 hrs. total while using a computer mouse.
Repetitive Motion	X					Body part: hands Cycles/hr.
Vibratory Tasks	X					
Talking			X			Up to 5 min./time, 3 hrs. total while providing customer service on the phone and in person as well as when conversing with coworkers and superiors.
Hearing			X			Up to 5 min./time, 3 hrs. total while providing customer service on the phone and in person as well as when conversing with coworkers and superiors.

Visual:

Constant vision for documents and computer screen.

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:											

Analyst's Comments:

A cart can be used to reduce carrying. Multiple carts are available for use.



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Height Adjustable Sanning Station



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

Presenting VRC signature:

Vocational Consultant

Date

Employer Verification:

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

- | | | |
|--|---|---|
| <input type="checkbox"/> Attending Physician | <input type="checkbox"/> Consulting Physician | <input type="checkbox"/> Pain Program Physician |
| <input type="checkbox"/> IME Physician | <input type="checkbox"/> PCE Therapist | <input type="checkbox"/> OT / PT Therapist |
| <input type="checkbox"/> PEP Physician | | |