



King County Job Analysis Completed on:

Employee:

DOT #: 209.562-010

Job Title: Office Assistant

Claim #:

Job of Injury Light Duty Position Direct/Transferable Skills Position Training Goal

JOB ANALYSIS

Job Title: Office Assistant	DOT Title: Routine Office Clerk
SVP: 3	DOT #: 209.562-010
SOC: 43-9061	Type of Industry: 249 – Clerical and Kindred
Analyst: Jennifer Kabacy, CDMS	Source: King County Department of Public Defense
	Name of Employee:
Assigned VRC: Jennifer Kabacy, CDMS	Contact: Preman Bajra, Office Manager
Date: 7/22/2014	Phone: 206-447-3900
<input checked="" type="checkbox"/> On-Site <input type="checkbox"/> Interview <input type="checkbox"/> Representative	

Essential Functions:

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.

(From employer's written job description):
 As Office Assistant/Receptionist one of your primary responsibilities will be to greet and direct all visitors, including clients, messengers, and job candidates to the proper in-house person. You will ensure the completion of any documents, stamp-in, secure packages, and paperwork left by messengers or clients. You will also perform basic clerical tasks such as operating basic office equipment (copiers, faxes, mailing equipment etc.), computer & equipment hook up, faxing & scanning documents, shredding, making files for docket clerks, sorting and routing incoming materials/mail, and deliver documents and packages. You may be required to do some computer data entry and Internet research tasks. Detailed job description as follows:
 Opening and closing the front-desk area
 Answering phones

Sort and deliver documents and mail
 Making new file folders
 Close out cases when assigned.
 Update Felony transfer book
 Record ABC and discovery run
 Filing open and closed cards
 Maintaining tidiness of front-desk, copy room, and lobby areas
 Complete copy and print jobs
 Scanning documents and projects
 Make sure copiers and fax machines are working and stocked with paper
 Sign and process notices
 File and deliver documents to courts and various other places
 Computer and equipment delivery
 Computer, phone, printer hook-up
 Document shredding.
 Provide coverage on various work stations
 Making files for all docket clerks
 Sorting dirty client clothing and taking them to laundry.
 Replenish paper, binder clips, paper clips, water cups in areas in the office. Move boxes, files, furniture. Lifting and moving up to 40 lbs boxes, furniture and other needed items.
 Move boxes, files, furniture. Lifting and moving up to 40 lbs weight boxes, furniture and other needed items.
 Do any jobs/duties assigned by office manager.



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Job Qualifications and Skills: High school diploma or GED. Prior office experience preferred. Must have computer skills in MS Office programs.

Machines, Tools, Special Equipment, Personal Protective Equipment Used: Computer, telephone, fax/copy machine/scanner, office supplies, dolly.

PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern
N = Never	<input 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 checked="" type="checkbox"/> Medium	<input type="checkbox"/> Seasonal
F = Frequent (34-66%, 2 hr 26 min – 5 hr 35 min)	<input type="checkbox"/> Heavy	<u> 8 </u> Hours Per Day
C = Constant (67-100%, more than 5 hr 35 min)	<input type="checkbox"/> Very Heavy	<u> 5 </u> Days Per Week

PHYSICAL DEMANDS		FREQUENCY					ACTIVITY DESCRIPTION
	% Time	N	S	O	F	C	
Sitting	70					X	Sitting up to 70% of the work day, intermittent with occasional standing and walking around the office, and when on messenger runs.
Standing	30			X			Up to 30% of the time, intermittently during the work day combined with walking, to use office equipment, retrieve or store files, and perform messenger runs. Messenger runs occur once per day for approximately one hour. Worker will walk between 2 nd and 5 th Ave on E. Jefferson Street in Seattle (flat terrain) to deliver or retrieve paperwork from various legal offices and the court.
Walking	30			X			Up to 30% of the time, intermittently during the work day combined with walking, to use office equipment, retrieve or store files, and perform messenger runs. Messenger runs occur once per day for approximately one hour. Worker will walk between 2 nd and 5 th Ave on E. Jefferson Street in Seattle (flat terrain) to deliver or retrieve paperwork from various legal offices and the court.

Lifting floor – waist	N	S	O	F	C	Frequently lift/carry paperwork, files, or office supplies. Seldom (every few months) lift/carry up to 25 lbs to move computer monitors, files, and office equipment when assisting an employee in moving offices. Seldom (1-2x/month) lift/carry boxes weighing up to 40 lbs when archiving files. Boxes are stacked and labeled, and then moved with a dolly to archives.
		Up to 40 lbs		Up to 10 lbs		
Lifting waist–shoulder	N	S	O	F	C	Frequently lift/carry paperwork, files, or office supplies. Seldom (every few months) lift/carry up to 25 lbs to move computer monitors, files, and office equipment when assisting an employee in moving offices. Seldom (1-2x/month) lift/carry boxes weighing
		Up to 40 lbs		Up to 10 lbs		



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						up to 40 lbs when archiving files. Boxes are stacked and labeled, and then moved with a dolly to archives.
Lifting above shoulder	N	S	O	F	C	Occasional overhead lifting up to 10 lbs to store or retrieve paperwork or files at high levels.
			Up to 10 lbs			
Carry (Dist.)	N	S	O	F	C	Frequently lift/carry paperwork, files, or office supplies. Seldom (every few months) lift/carry up to 25 lbs up to 20 feet to move computer monitors, files, and office equipment when assisting an employee in moving offices. Seldom (1-2x/month) lift/carry boxes weighing up to 40 lbs when archiving files. Boxes are carried a few feet at a time, stacked and labeled, and then moved with a dolly to archives.
		Up to 40 lbs.		Up to 10 lbs		
Pushing/Pulling	N	S	O	F	C	To push/pull dolly when archiving file boxes 1-2x/month.
		Up to 40 lbs of force				

	N	S	O	F	C	
Climbing	X					Not a requirement of this position. There is elevator access in the building.
Balancing	X					Within normal limits, to stand/walk.
Stooping / Bending			X			To file paperwork, hook up computers or office equipment, load copy machine with paper, and seldom to archive files.
Twisting			X			At neck, hands, and arms when performing clerical duties.
Squatting / Kneeling			X			Squatting/kneeling can be utilized to reduce bending/stooping.
Crawling	X					Not a requirement of this position.
Hand or Foot Controls				X		Frequent use of hand controls to operate office equipment, computer, etc.
Reaching (Level) Forward Below Waist Above Shoulder					X	To perform clerical duties, operate office equipment, store files, etc.
			X			To store or retrieve files from low levels.
			X			To store or retrieve files from high levels.
Handle/Grasp					X	To perform clerical duties, handle files, operate office equipment, etc.
Fine Finger Manipulation					X	To perform clerical duties, handle files, operate office equipment, etc. Keyboarding is intermittent with other job duties to look up information (a few minutes at a time), and to perform docketing (data entry) up to one hour at a time.
	N	S	O	F	C	
Repetitive Motion					X	Hands, arms, and fingers.
Vibratory Tasks	X					Not a requirement of this position.
Talking				X		To communicate with other staff and visitors.



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Hearing				X	To communicate with other staff and visitors.
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Visual:	Near Acuity	X	Far Acuity		Depth Perception		Accommodation	X
					Color Discrimination	X	Field of Vision	

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:

Possible Employer Modifications: The front desk work station has already been provided with an ergonomic chair (with back support), ergonomic keyboard, as well as a mask, back support belt and protective (smocks) clothing (for archiving files).

Note: The information for this job analysis was gathered through an on-site interview with the employer, and a written job description, and was verified for accuracy by the employer. 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:

Presenting VRC:

Jennifer A. Kabacy

7/22/2014

Jennifer Kabacy, CDMS

Vocational Consultant

Date

Jennifer A. Kabacy

7/22/2014

Jennifer Kabacy, CDMS

Vocational Consultant

Date

Employer Verification:

Worker Verification: (optional)

Preman Bajra

7/24/14

Preman Bajra, Office Manager

Date

Name

Date

Name *PREMAN BAJRA*



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MEDICAL PROVIDER:

- I agree that the above named injured worker can perform the physical activities described in this job analysis and can return to work. State date worker is released to return to work if different from today's date _____.

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

- The above-named injured worker temporarily cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- The above named injured worker 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 Provider Consulting Physician Pain Program Physician
- IME Physican PCE Therapist OT / PT Therapist