



**Disability Services
Safety and Claims Management**
Department of Executive Services
Human Resources Division
500 4th Avenue, Room 500
Seattle, WA 98104
(206) 477-3350
(206) 296-0514 FAX

Employee :

Claim # :

JOB ANALYSIS

Job Title:	Administrative Specialist III-Civil Process Unit		
Department:	Sheriff	Division:	Technical Services
DOT Title:	Administrative Assistant	DOT #:	169.167-010
SVP:	7	Requestor:	Jeff Casem
Worksite Address:	516 3 rd AVE, W16 Seattle, WA 98104	Office Contact Name/ Phone/ Email:	Eva Cunio 206-263-2602 eva.cunio@kingcounty.gov
Original Analyst:	Kyle Pletz, VRC, CDMS		Analysis Date: 10/24/18
Update Analyst:			Update Date:

☒ On-Site ☐ Interview ☐ Representative

JOB DUTIES:

Provide technical and program specific support in a unit whose responsibility, it is to serve process and enforce civil court orders directed to the Sheriff. These civil responsibilities are unique to the office of the county Sheriff and include court-ordered evictions, repossessions, and enforcement of civil money judgments. The Administrative Specialist III position is responsible for the enforcement of all judicial foreclosures (orders of sale) and executions on real property within King County. An AS III in the Civil Process Unit is required to interpret policies, procedures and statutory requirements when providing program specific information to citizens, attorneys, court personnel, and outside agencies. Responsible for creating documents on behalf of the Sheriff, detailing method of service and disposition of the order for the court record. Ensures that the appropriate fees, documents and information are collected, prior to service or enforcement. Ensures that orders, sale notices and civil process are served according to law and/or court rules.

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. Requires public contact necessitating the explanation of rules and the interpretation of established guidelines of the Civil Process Unit's requirements, fees, services, while offering referrals to outside-agency resources to members of the public, attorneys, law enforcement professionals and court personnel. This includes in-person, over-the-phone and written communication related to the Civil Process Unit's services and enforcement of court orders directed to the Sheriff. Locates information from court and county records to assist in customer service requests. May be called upon to assist in resolving unusual or difficult problems. Provides information and details regarding upcoming, real and personal, property sales and up-to-date information regarding disposition of the property. Clarifies what is desired and determines how service can best be rendered. Maintains and/or retrieves information and: compiles data that may require research through files, records and computer files. Assists and trains co-workers as assigned.
 2. Responsible for entry of service information and fees collected into database for tracking purposes.



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Information includes, but is not limited to case caption, involved parties, service deadlines, dates received/issued. Prepare returns of service to be filed with the court, detailing method of service and/or disposition of court order. Electronically file return into case, when applicable. Maintain electronic record of signed returns of service and follow-up correspondence.

3. Prepare sale and levy notices, publication requests, certificates of sale, returns to court and other documents related to the service of process and enforcement of court ordered attachments, levies and sales of real and personal property. Prepare service of court orders and advertises sale notices, as required by law. Proof publication notices for sales of real property. Ensure orders and notices are served according to law; serve debtors via mail, if required. Ensure required documentation is collected prior to auction. Prepare required paperwork for winning bidder(s). May be required to assist with inventory of seized property and assist at auctions. Duties also include preparing receipts, calculating auction proceeds, recording bidder information and bid amounts and delivering auction proceeds to court clerk.
4. Responsible for the collection and invoicing of all services performed by the unit. Maintains record of all civil fees collected and applied. Invoice and collect any additional fees owing. Handle multiple-step transactions, such as issuing receipts, forms and documents. Resolve customer conflicts, relative to billing, service fees and payment options, which may require policy interpretation.
5. Responsible for the processing and assignment of protection orders within unincorporated King County and contract cities. This includes verifying jurisdictions, ensuring orders received in error are forwarded to appropriate law enforcement agency as needed, and citing possible hazard information for the detective obtained from the Law Enforcement Information Form (LEIS). Follow-up with patrol deputies to ensure that the Returns of service are accurate and complete, and filing the returns of service with the issuing court

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

MINIMUM QUALIFICATIONS:

Experience:

Previous law enforcement, judicial and/or legal assistant experience would contribute to the success of the individuals in this position.

Education/Licenses:

Notary Public (some positions)

Knowledge:

Strong knowledge of MS Office, specifically Word, Excel and Outlook, knowledge of civil legal procedures, statutes and court rules; Knowledge of legal terminology, proper format and content of documents and basic knowledge of legal resources; Knowledge of geographic area; Knowledge of general mathematic principals and basic mathematic skill; Broad knowledge of county public services and resources.

Skills:

Strong intrapersonal and customer service skills. Excellent oral and written communication skills; Skill in interacting with individuals from diverse backgrounds including court personnel, law enforcement professionals, attorneys and the public; Problem solving skills; Able to maintain positive contact with customers and observe a high level of confidentiality, good discretion and judgment; Conflict resolution skills; Skill in reading and interpreting documents; Skill in teaching others.



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Abilities:

Ability to organize and prioritize a demanding workload in order to meet required deadlines; Ability to work cooperatively in a team setting; Ability to meet deadlines while maintaining attention to detail; Ability to compose, draft, proofread and edit documents and correspondence; Ability to work well under pressure created from a deadline-oriented body of work; Ability to use judgment in application or choice of procedures and sequence of activities to achieve the most effective performance of job duties; Ability to resolve conflict and problem solve using discretion, patience, empathy and professionalism; Ability to communicate effectively with individuals involved in sensitive or emotionally charged situations; Ability to learn and retain complex procedures, laws and regulations; Ability to read, interpret and categorize data rapidly and accurately.

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

Computers, pen/pencil, stamps, telephone, printer, paper cutter, scanner, documents, binders and fax machine. Various databases, Microsoft Office. Emergency button under front counter.

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%, 49 min. – 2 hr 40 min)	<input type="checkbox"/> Medium	<input type="checkbox"/> Seasonal
F = Frequent (34-66%, 2 hr 41 min – 5 hr 20 min)	<input type="checkbox"/> Heavy	8 Hours Per Day
C = Constant (67-100%, more than 5 hr 20 min)	<input type="checkbox"/> Very Heavy	5 Days Per Week
Work Pattern (continued)		FLSA Exempt <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Job Demand	Frequency and Weight (lbs.)					Activity Description
	N	S	O	F	C	
Lifting floor – waist		10				Up to 10 sec/time, 5 min total while manipulating binders, ream of paper or stack of documents.
Lifting waist–shoulder		10				Up to 10 sec/time, 5 min total while manipulating binders, ream of paper or stack of documents.
Lifting above shoulder		10				Up to 5 sec./time, 2 min total while placing/removing binders and supplies on upper shelves.
Carry (Distance/Surface)		10				Up to 15'/time, 1-2x week, with binders.
Pushing/Pulling (Distance/Surface)		1-10				Up to 5 sec./time, 2 min total while opening and closing drawers and doors.



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Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Sitting					X*	Up to 2.5 hrs./time, 6 hrs. total in a work shift. Most commonly occurs while performing computer tasks, taking minutes, passing orders for signature and performing general clerical tasks in the court room. *Can alternate sit/stand as needed as a sit/stand workstations are present; can also adjust the number of transitions between sitting and standing as needed by utilizing the sit/stand workstations that are present.
Standing		X*				Up to 1 hr./time, 1 hr. total while working at the front desk. *Can alternate sit/stand as needed as a sit/stand workstations are present; can also adjust the number of transitions between sitting and standing as needed by utilizing the sit/stand workstations that are present.
Walking			X			Up to 20 min./time, 1 hr. total while performing traversing within the work area, different buildings, coworkers' desks, etc. May need to post sale notices in other King County Buildings.
Perform Work on Ladders	X					
Climbing		X				Rarely use a step stool to access office supplies.
Balancing	X					
Stooping / Bending		X*				Up to 30 sec./time, 5 min. total while reaching for lower office drawers, shelves, drawers and printer. *Can alt. with squat/kneel as needed.
Twisting at Neck			X			Up to 2 min./time, 1 hr. total while working at the front desk and utilizing a computer while interacting with a customer.
Twisting at Waist			X			Up to 2 min./time, 1 hr. total while working at the front desk and utilizing a computer while interacting with a customer..
Squatting / Kneeling		X*				Up to 30 sec./time, 5 min. total while reaching for lower office drawers, shelves, drawers and printer. *Can alt. with bend/stoop as needed.
Crawling	X					
Reach waist to shoulder		X				Up to 5 min./time, 1 hr./total while passing documents to customers, posting notices, manipulating document/binders, filing, etc.
Reach above shoulder		X				Up to 10 sec./time, 10 min/total posting notices, accessing upper shelves, inboxes, etc.
Reach below waist		X				Up to 30 sec./time, 5 min. total while reaching for lower office drawers, shelves, drawers and printer.
Keyboarding					X	Up to 5 min./time, 6 hrs. total while instant messaging, taking data entry, email etc.
Wrist Flexion/Extension	X					
Handle/Grasp		X				Up to 30 sec./time, 2 min. total when manipulating stacks of documents, binders, reference materials, etc.
Forceful Grasp	X					



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	N	S	O	F	C	
Fine Finger Manipulation					X	Up to 15 min./time, 7 hrs. total while instant messaging, taking data entry, email etc.
Hand Controls				X		Up to 5 min./time, 4 hrs. total while using the computer mouse with scrolling wheel. Scrolls through court documents, accessing databases, utilizing templates.
Foot Controls	X					
Repetitive Motion				X		Body Part: hands Cycles/hr: 300+
Vibratory Tasks – High	X					
Vibratory Tasks – Low	X					
Talking				X		Up to 10 min./time, 5 hr. total while conversing with a general public, customers, co-workers or superiors; in person, at the front desk and via telephone.
Hearing					X	Up to 3.5 hr./time, 7 hrs. total while listening to general public, customers, co-workers or superiors; in person, at the front desk and via telephone.
Visual – Near Acuity					X	Up to 3.5 hr./time, 7 hrs. total while performing computer tasks, reviewing documents; some of which may have small print or reduced image quality.
Visual – Far Acuity				X*		Up to 1.5 hr./time, 3.5 hrs. total while working at the front counter and interacting with the general public which may include unstable, unpredictable, intoxicated, aggravated persons. *Depending on staffing, the employee rarely may need to fill in at the front counter for an entire shift.
Visual – Depth Perception	X					
Visual – Color Discrimination				X		Color coded folders, text, documents and postings.
Visual – Accommodation			X	X		Working at the front counter.
Visual – Field of Vision		X				Working at the front counter.
Exposure to Weather		X				Rarely standing outside at a real-estate auction.
Extreme Cold	X					
Extreme Hot	X					
Wet and / or Humidity	X					
Proximity to Moving Mechanical Parts	X					
Exposure to Explosives	X					
Atmospheric Conditions	X					
Exposed Heights	X					
Exposure to Electricity	X					
Exposure to Toxic / Caustic Chemicals	X					
Exposure to Radiation	X					



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Physical Demands	Frequency	Activity Description
Noise Intensity	<input type="checkbox"/> Very Quiet <input checked="" type="checkbox"/> Quiet <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Loud <input type="checkbox"/> Very Loud	The work environment is predominantly quiet but can be loud when exposed to aggravated or yelling persons.
Other:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

COGNITIVE/BEHAVIORAL ADDENDUM

COMPREHENSION

Articulating and comprehending information in conversations

Continuously while answering and providing customer service over the telephone in person of at the front desk. Responds to requests to serve process and enforce civil court orders directed to the Sheriff.

Health Care Provider initial here if the above activity is restricted _____

Reading, comprehending, and using written materials

Reading attorney requests, court orders, emails, etc. Responds to requests for service of process and court and enforcement of civil court orders.

Health Care Provider initial here if the above activity is restricted _____

Understanding and solving problems involving math and using the results

Frequent calculation of judgement amounts, deficiency/overage amounts, billing/invoicing.

Health Care Provider initial here if the above activity is restricted _____

Using technology/instruments/tools & information systems

Continuously while using online records systems, various databases, internet searches, scanning documents and performing records research.

Health Care Provider initial here if the above activity is restricted _____

REMEMBERING

Remembering spoken instructions

Continuously while answering and providing customer service over the telephone in person of at the front desk. Responds to requests for service or process and court and enforcement of civil court orders. Addressing attorney letter and requests, interacting with coworkers and superiors.

Health Care Provider initial here if the above activity is restricted _____

Remembering written instructions

Continuously while Continuously while answering and providing customer service over the telephone in person of at the front desk. Responds to requests for service or process and court and enforcement of civil court orders. Addressing attorney letter and requests.

Health Care Provider initial here if the above activity is restricted _____

Remembering visual information

Rarely.

Health Care Provider initial here if the above activity is restricted _____



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Recalling information incidental to task at hand

Continuously while interpreting policies, procedures and statutory requirements when providing program specific information to citizens, attorneys, court personnel, and outside agencies. Responsible for creating documents on behalf of the Sheriff, detailing method of service and disposition of the order for the court record. Ensures that the appropriate fees, documents and information are collected, prior to service or enforcement. Ensures that orders, sale notices and civil process are served according to law and/or court rules.

Health Care Provider initial here if the above activity is restricted _____

Memorizing facts or sequences

Continuously while interpreting policies, procedures and statutory requirements when providing program specific information to citizens, attorneys, court personnel, and outside agencies. Responsible for creating documents on behalf of the Sheriff, detailing method of service and disposition of the order for the court record. Ensures that the appropriate fees, documents and information are collected, prior to service or enforcement. Ensures that orders, sale notices and civil process are served according to law and/or court rules.

Health Care Provider initial here if the above activity is restricted _____

Remembering simple instructions

Occasionally while following documentation procedures and responding to basic requests from customers.

Health Care Provider initial here if the above activity is restricted _____

Remembering detailed instructions

Continuously while interpreting policies, procedures and statutory requirements when providing program specific information to citizens, attorneys, court personnel, and outside agencies. Responsible for creating documents on behalf of the Sheriff, detailing method of service and disposition of the order for the court record. Ensures that the appropriate fees, documents and information are collected, prior to service or enforcement. Ensures that orders, sale notices and civil process are served according to law and/or court rules.

Health Care Provider initial here if the above activity is restricted _____

LEARNING & PROCESSING

Effectively learning and mastering information from classroom training

Seldom while attending and applying trainings. The employee must be able to attend and remember RCW's and WAC's trainings and applying them to daily tasks.

Health Care Provider initial here if the above activity is restricted _____

Effectively learning and mastering information from on-the-job training

Continuously on an ongoing basis as laws, statutes and procedures may change over time.

Health Care Provider initial here if the above activity is restricted _____

Learning from past directions, observations, and/or mistakes

Continuously while ensuring accurate completion of job duties. There are staff meetings to address past observations, errors and mistakes. The employee must be able to learn from their own as well as coworkers' mistakes.

Health Care Provider initial here if the above activity is restricted _____

Using common sense in routine decision making

Continuously while interacting with the general public which may include hostile persons, manipulative person, intoxicated persons or persons with mental illness. The employee responds to requests to serve process and enforce civil court orders directed to the Sheriff.

The employee needs to be able to use common sense in order to figure out whether or not a person is providing true and accurate information.

Health Care Provider initial here if the above activity is restricted _____



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Recognizing and anticipating potential hazards and taking precautions

Seldom while providing customer service in person at the front desk. Customers may include the general public which may include hostile persons, manipulative person, intoxicated persons or persons with mental illness.

Health Care Provider initial here if the above activity is restricted _____

Thinking critically and making sound decisions

Continuously while answering and providing customer service over the telephone or in person at the front desk. Responds to requests to serve process and enforce civil court orders directed to the Sheriff.

Health Care Provider initial here if the above activity is restricted _____

Integrating ideas and data for complex decisions

Continuously while answering and providing customer service over the telephone or in person at the front desk. Responds to requests to serve process and enforce civil court orders directed to the Sheriff; Interpreting policies, procedures and statutory requirements when providing program specific information to citizens, attorneys, court personnel, and outside agencies. Responsible for creating documents on behalf of the Sheriff, detailing method of service and disposition of the order for the court record. Ensures that appropriate fees, documents and information are collected, prior to service or enforcement. Ensures that orders, sale notices and civil process are served according to law and/or court rules.

Health Care Provider initial here if the above activity is restricted _____

Determining and following precise sequences

Continuously while answering and providing customer service over the telephone or in person at the front desk. Responds to requests to serve process and enforce civil court orders directed to the Sheriff; Interpreting policies, procedures and statutory requirements when providing program specific information to citizens, attorneys, court personnel, and outside agencies. Responsible for creating documents on behalf of the Sheriff, detailing method of service and disposition of the order for the court record. Ensures that appropriate fees, documents and information are collected, prior to service or enforcement. Ensures that orders, sale notices and civil process are served according to law and/or court rules.

Health Care Provider initial here if the above activity is restricted _____

Coordinating and compiling data and information

Frequently for entry of service information and fees collected into database for tracking purposes. Information includes, but is not limited to case caption, involved parties, service deadlines, dates received/issued. Prepare returns of service to be filed with the court, detailing method of service and/or disposition of court order. Electronically file return into case, when applicable. Maintain electronic record of signed returns of service and follow-up correspondence.

Health Care Provider initial here if the above activity is restricted _____

TASKING & PLANNING

Performing repetitive or short-cycle work

Frequently for entry of service information and fees collected into database for tracking purposes.

Health Care Provider initial here if the above activity is restricted _____

Working under specific instructions

Continuously while interpreting policies, procedures and statutory requirements when providing program specific information to citizens, attorneys, court personnel, and outside agencies. Responsible for creating documents on behalf of the Sheriff, detailing method of service and disposition of the order for the court record. Ensures that the appropriate fees, documents and information are collected, prior to service or enforcement. Ensures that orders, sale notices and civil process are served according to law and/or court rules.

Health Care Provider initial here if the above activity is restricted _____



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Completing complex tasks

Continuously while interpreting policies, procedures and statutory requirements when providing program specific information to citizens, attorneys, court personnel, and outside agencies. Responsible for creating documents on behalf of the Sheriff, detailing method of service and disposition of the order for the court record. Ensures that the appropriate fees, documents and information are collected, prior to service or enforcement. Ensures that orders, sale notices and civil process are served according to law and/or court rules.

Health Care Provider initial here if the above activity is restricted

Directing, controlling, or planning for others as necessary for basic tasks

Continuously while interpreting policies, procedures and statutory requirements when providing program specific information to citizens, attorneys, court personnel, and outside agencies.

Health Care Provider initial here if the above activity is restricted

Directing, controlling, or planning for others as necessary for complex tasks

Occasionally while interpreting policies, procedures and statutory requirements when providing program specific information to citizens, attorneys, court personnel, and outside agencies. Responsible for creating documents on behalf of the Sheriff, detailing method of service and disposition of the order for the court record. Ensures that the appropriate fees, documents and information are collected, prior to service or enforcement. Ensures that orders, sale notices and civil process are served according to law and/or court rules.

Health Care Provider initial here if the above activity is restricted

Multi-tasking

Continuously while providing customer service at the front counter while interpreting policies, procedures and statutory requirements when providing program specific information to citizens, attorneys, court personnel, and outside agencies. Responsible for creating documents on behalf of the Sheriff, detailing method of service and disposition of the order for the court record. Ensures that the appropriate fees, documents and information are collected, prior to service or enforcement. Ensures that orders, sale notices and civil process are served according to law and/or court rules.

Health Care Provider initial here if the above activity is restricted

Planning, prioritizing, and structuring daily activities

Occasional to Frequent while preparing and levy notices, publication requests, certificates of sale, returns to court and other documents related to the service of process and enforcement of court ordered attachments, levies and sales of real and personal property. Prepare service of court orders and advertises sale notices, as required by law. Proof publication notices for sales of real property. Ensure orders and notices are served according to law; serve debtors via mail, if required. Ensure required documentation is collected prior to auction. Prepare required paperwork for winning bidder(s). May be required to assist with inventory of seized property and assist at auctions. Duties also include preparing receipts, calculating auction proceeds, recording bidder information and bid amounts and delivering auction proceeds to court clerk.

Health Care Provider initial here if the above activity is restricted

MAINTAINING ATTENDANCE AND AN ASSIGNED WORK SCHEDULE

Maintaining predictable and reliable attendance

Is necessary each work shift in order to maintain appropriate completion of tasks and deadlines. Work is performed during publicly posted hours.

Health Care Provider initial here if the above activity is restricted

Being punctual

Is necessary each work shift in order to maintain appropriate completion of tasks and deadlines. Work is performed during publicly posted hours.

Health Care Provider initial here if the above activity is restricted



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Taking rest periods at set times or only at times determined by breaks in job responsibilities

Employees have standard breaks but they are seldom changed in order to adapt to the workload and clientele.

Health Care Provider initial here if the above activity is restricted _____

Adjusting to a flexible schedule of work days and or shifts

N/A Work is performed during published core hours.

Health Care Provider initial here if the above activity is restricted _____

USE APPROPRIATE BEHAVIOR FOR A PROFESSIONAL WORK ENVIRONMENT

Receiving criticism and accepting limits appropriately

Occasionally while learning from mistakes and adapting to new changes in policies, procedures, WAC's and RCW's. The employee must be able to take criticism from supervisors in order to make sure that the customers are receiving the appropriate services. The employee also needs to be able to continuously interact with the general public who may provide criticism with or without tact.

Health Care Provider initial here if the above activity is restricted _____

Maintaining emotional control and organization under increased stress

Continuously while interacting with the general public who may be potentially agitated, intoxicated, hostile, frustrated, aggravated or mentally ill. Emotional control must be maintained at all time.

Health Care Provider initial here if the above activity is restricted _____

Maintaining socially appropriate affect, temperament, and behavior

Continuously while the employee interacts with the general public who may be potentially agitated, intoxicated, hostile, frustrated, aggravated or mentally ill. Emotional control must be maintained at all time.

Health Care Provider initial here if the above activity is restricted _____

Monitoring own quality of performance and altering behaviors to correct mistakes or improve outcome

Continuously while learning from mistakes and adapting to new changes in policies, WAC's, RCW's and procedures. The employee must be able to learn from mistakes.

Health Care Provider initial here if the above activity is restricted _____

Working independently and/or unsupervised

Frequent as the employee works without direct supervision when performing most job functions. A supervisor is generally in the same office when work is being performed but direct contact is on an as-needed basis.

Health Care Provider initial here if the above activity is restricted _____

Adapting to frequent interruptions, changes in priorities, or changes in work location

Frequently while answering the telephone, providing customer service at the front desk, filling in for other workstations. All duties may overlap requiring constant multitasking and prioritizing.

Health Care Provider initial here if the above activity is restricted _____

Responding effectively to emergency situations

Occasionally while interacting with the general public who may be potentially agitated, intoxicated, hostile, frustrated, aggravated or mentally ill. There is an emergency button at the front desk.

Health Care Provider initial here if the above activity is restricted _____



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Analyst's Comments:

The employee has two sit/stand workstations and can alternate sitting/standing as needed; the employee can also adjust the number of transitions between sitting and standing as needed by utilizing the sit/stand workstations accordingly.

Possible Employer Modifications:

Update Comments (if applicable):

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:

Vocational Consultant

11/21/18

Date

Update (if applicable):

Vocational Consultant

Date

Employer Verification:

Employee Verification: (optional)

Name

11/21/18

Date

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. 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 basis 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