

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Administrative Staff Assistant

JOB CLASSIFICATION Administrative Staff Assistant

DOT TITLE Police Aide

DOT NUMBER 243.362-014

DEPARTMENT Sheriff

DIVISION Criminal Investigations

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 3

CONTACT'S NAME & TITLE Mark Toner, Sergeant

CONTACT'S PHONE 206-205-7822

ADDRESS OF WORKSITE

401 4th Avenue North
Kent, WA 98032

VRC NAME Kyle Pletz

DATE COMPLETED 6/9/04

VRC NAME Jeff Casem

DATE REVISED 5/13/09

WORK HOURS

Monday through Friday, 8:00am to 4:30pm.

OVERTIME (Note: Overtime requirements may change at the employer's discretion)
Required, on a rare occasion (few times per year) during emergency situations.

JOB DESCRIPTION

The employee works in the Criminal Investigations Division, which handles the missing persons and run away cases. Provides administrative support to the officers within the Major Crimes unit. Duties may include photocopying, performing data entry, researching cases in multiple databases, providing customer service at front window, and answering phones.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS

Must have Excellent organizational and time management skills, written and verbal communication skills, as well as experience and knowledge of computer resources. Must have commitment to the goals and core values of the King County Sheriff's Office. Must have the ability to work independently, handle multiple office tasks, prioritize workload and adapt to changes in workload demand. Must have intermediate skills and experience in MS Word and Excel; knowledge of MS Access preferred. Must have a current first aid and CPR certification. Must possess knowledge of proper English grammar, usage and spelling. Must have the ability to maintain confidentiality. Must have the ability to learn missing persons laws and regulations.

ESSENTIAL FUNCTIONS

1. Organizes and maintains missing persons and juvenile runaway files.
2. Types reports, letters and memos utilizing a personal computer, and IRIS (incident reporting and investigation system) software.
3. Conducts interviews in person or via telephone in order to aid in the investigation of missing persons.
4. Answers telephones, greets the public, directs inquiries to other units, and delivers messages. This includes dealing with difficult people and sensitive situations, as well as maintaining strict confidentiality.
5. Participates in the identification of unidentified deceased persons via database research and the obtaining of dental records.
6. Inputs data and maintains a database system using various computer programs. Data input may be performed while talking on the phone with family members of a missing person.
7. Provides administrative support to various projects.
8. Researches and summarizes specialized information from a variety of sources.
9. Performs other administrative duties as assigned.
10. Assists the Criminal Investigations Division in basic receptionist duties, including filling in at the front counter.

NON-ESSENTIAL FUNCTIONS

1. Assisting with the ordering and delivering of office supplies.
2. Attending training session regarding missing persons legislation in Olympia once or twice per year.
3. Performing transcription.

OTHER TOOLS & EQUIPMENT USED

Computer, telephone, stapler, staple remover, copy machine, fax machine, transcription machine, headset, case books, rubber stamps and pen/pencil.

PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rarely = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

This job is classified as

Sedentary—exerting up to ten pounds of force occasionally and/or a negligible amount of force frequently. A sedentary job involves sitting most of the time.

Standing

Health Care Provider initials if restricted_____

Occasionally on flat carpeted surfaces for up to 30 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while using copy machine or fax machine as well as utilizing a counter work surface. The employee can alternate sitting, walking and standing as needed in most situations.

Walking

Health Care Provider initials if restricted_____

Occasionally on flat carpeted surfaces for distances of up to 60 feet for up to 3 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while walking between the workstation, photocopy machine, library and fax machine. The employee can alternate sitting, walking and standing as needed in most situations.

Sitting

Health Care Provider initials if restricted_____

Continuously on an office chair for up to 2 hours at a time for up to 7.5 hours total in a work shift. Most commonly occurs while performing computer duties, manipulating documents, filing and answering the telephone. The employee can alternate sitting, walking and standing as needed in most situations.

Climbing stairs

Health Care Provider initials if restricted_____

Rare for up to one flight at a time for up to 20 seconds at a time for up to 40 seconds total in a work shift while walking to or from the parking lot.

Bending neck up

Health Care Provider initials if restricted_____

Occasionally for up to 30 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs while sitting and talking to co-workers or customers who are standing.

Bending neck down

Health Care Provider initials if restricted_____

Frequently for up to 10 minutes at a time for up to 4.5 hours total in a work shift. Most commonly occurs while performing data entry and reviewing documents.

Bending/Stooping

Health Care Provider initials if restricted_____

Rare on flat carpeted surfaces for up to 5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while filing, removing a ream of paper out of a cabinet, replacing a toner cartridge and removing or placing office supplies in supply cabinet. Employee can reduce bending/stooping by alternating with crouching or kneeling.

Kneeling

Health Care Provider initials if restricted_____

Rare on flat surfaces for up to 5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while filing, replacing a toner cartridge, removing a ream of paper out of a cabinet and removing or placing office supplies in supply cabinet. Employee can reduce kneeling by alternating with crouching or bending/stooping.

Squatting

Health Care Provider initials if restricted_____

Rare on flat surfaces for up to 5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while filing, replacing a toner cartridge removing a ream of paper out of a cabinet and removing or placing office supplies in supply cabinet. Employee can reduce crouching by alternating with kneeling or bending/stooping.

Operating Controls with Feet

Health Care Provider initials if restricted_____

Rare for up to 1 hour at a time for up to 1 hour total in a work shift while operating transcription machine on emergency basis. The amount varies upon business demand and can be as much as 7.5 hours in a shift on an extremely rare occasion.

Reaching above shoulder height

Health Care Provider initials if restricted_____

Rarely for up to 5 seconds at a time for up to 5 minutes total in a work shift while filing, utilizing overhead bins, filing and placing documents in mailboxes of co-workers.

Reaching at waist to shoulder height

Health Care Provider initials if restricted_____

Continuously and highly repetitive for up to 2 hours at a time for up to 7.5 hours total in a work shift. Most commonly occurs while performing computer duties, using the fax machine, manipulating documents, filing and answering the telephone.

Reaching at knee to waist height

Health Care Provider initials if restricted_____

Rare for up to 30 seconds at a time for up to 5 minutes total in a work shift while loading a ream of paper in to the copy machine and filing.

Reaching at floor to knee height

Health Care Provider initials if restricted_____

Rare on flat surfaces for up to 5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while filing, replacing a toner cartridge, removing a ream of paper out of a cabinet and removing or placing office supplies in supply cabinet.

Lifting 1-10 pounds

Health Care Provider initials if restricted_____

Occasionally for up to 1 minute at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 2-5 pounds while lifting one ream of paper for the photocopy machine as well as manipulating files, case books and documents.

Carrying 1-10- pounds

Health Care Provider initials if restricted_____

Occasionally for distances of up to 60 feet for up to 2 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 2-5 pounds while carrying one ream of paper for photocopy machine or delivering files, documents and other items to and from the library.

Pushing and Pulling

Health Care Provider initials if restricted _____

Rarely for up to 5 seconds at a time with a force of 2-3 pounds for up to 5 minutes total in a work shift while opening and closing file drawers as well as when moving the keyboard tray.

Handling

Health Care Provider initials if restricted _____

Occasionally for up to 2 minutes at a time for up to 1 hour total in a work shift while sorting through papers as well as manipulating files, case books and documents.

Operating Controls with Hands

Health Care Provider initials if restricted _____

Occasionally for up to 2 minutes at a time for up to 2 hours total in a work shift while using a track ball.

Fingering

Health Care Provider initials if restricted _____

Continuously and highly repetitive for up to 2 hours at a time for up to 7.5 hours total in a work shift while writing, using a computer keyboard and manipulating a trackball as well as manipulating files and documents.

Talking

Health Care Provider initials if restricted _____

Frequently for up to 45 minutes at a time for up to 6 hours total in a work shift while conversing with officers about work assignments, providing customer service at the front desk and answering the telephone.

Hearing

Health Care Provider initials if restricted _____

Frequently for up to 45 minutes at a time for up to 7.5 hours total in a work shift while conversing with officers about work assignments, providing customer service at the front desk and answering the telephone.

Seeing

Health Care Provider initials if restricted _____

Continuously for 2.5 hours at a time for up to 7.5 hours total in a work shift while reading information on documents, files and computer screen.

ENVIRONMENTAL FACTORS

Work is performed in an office setting with close proximity of other workers. On occasion the employee may perform interviews in the lobby area or in a conference room with a potentially hostile or angry person. The employee can be exposed to the general public on an occasional basis. Copy machine and telephone ringers are the loudest noises in the office.

The noise level is

Approximately 40-50 decibels. The noise is caused by office sounds.

HCP Initials if Restricted

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Work environment may include the following exposure(s):

Fumes: Rare

Odors: Rare

Dusts: Occasionally

Confined spaces

HCP Initials if Restricted

POTENTIAL MODIFICATIONS TO JOB

Ergonomic keyboard.

Document holder.

Workpace software to monitor key strokes and ensure proper micro-pauses.

Voice recognition software (if compatible with IRIS software) to reduce fingering.

Ergonomic/wide gel pen (Dr. Grip or PhD) to provide additional comfort and reduce pressure while writing.

Track ball to allow for added comfort and whole hand movement to reduce fingering.

Electric stapler.

Electric 3-hole punch.

Rubber stamps to reduce writing.

SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

Printed name & title of VRC evaluator

Signature of VRC evaluator

Date

Printed name & title of contact

Signature of contact

Date

Printed name & title of employee

Signature of employee

Date

HEALTH CARE PROVIDER SECTION

Check all that apply

- ☐ The employee is released to perform the described duties without restrictions on performance or work hours as of _____.
- ☐ The employee is released to perform the described duties on a reduced schedule as of _____. The recommended schedule is: _____
☐ Temporary until _____ ☐ Permanent as of _____
- ☐ The employee is released to perform the described job with the following modifications: _____

_____ ☐ Temporary until _____ ☐ Permanent as of _____
- ☐ The employee is not released to perform the described duties due to the following job functions: _____

_____ ☐ Temporary until _____ ☐ Permanent effective _____
- ☐ The employee is unable to work in any capacity.
A release to work is: ☐ anticipated by _____ ☐ Not expected

The limitations are due to the following objective medical findings:

Printed or typed name and phone number of Health Care Provider

Signature of Health Care Provider

Date