



## **ESSENTIAL FUNCTIONS**

1. Retrieve a paper hard copy of a 911 tape research log and the requests for 911 tapes and requests for radio transmissions from an inbox at employee's desk.
2. Sign on to STANCIL (911 recording software). Read through requests from detectives or prosecutors along with the details to see what is requested. Look at incident along with the date and time.
3. Place a blank cassette tape into a Sony Tape Recorder then use a keyboard to type in Date, Time and Channel on STANCIL to retrieve the recording. Listen to the beginning of the recording to verify that it is the correct call. Write the date of the call, today's date, the incident #, the channel the incident came in on and the operator # who took the call.
4. The worker uses a hand-held microphone to "Authenticate the Tape" by recording a statement on the tape which specifies her name, position, date and time, incident # and then reads a legal statement which explains that this tape is being legally authenticated.
5. Transferring the correct 911 audio onto the cassette tape by pressing record on the tape recorder. In the event that there are other 911 calls related to the same incident (1 to 25 additional calls), the tape recorder needs to be stopped, the next call needs to be located on the Stancil, the employee records the time of the next call, and begins recording the next call.
6. Once the tape is made the employee records a closing statement indicating the conclusion of the recording and provides the date and time again. The worker then removes the cassette tape from tape deck and places a label containing the incident #, date and requestor on the finished cassette tape.
7. Make a duplicate copy of the cassette tape for all Domestic Violence Intervention Unit Requests using a dual cassette recorder.
8. The worker then prepares an envelope with requestors name and address and inserts a copy of request, copy of the incident, and the tape.
9. Once per day walk to outgoing mail station to send all of the requests made for the day.
10. File requests by incident # in a file cabinet.
11. Retrieve blank tapes and supplies from supply room.

## **TOOLS & EQUIPMENT USED**

Computer, mouse, keyboard, electric stapler, Sony Tape Recorder, Pen, Tascam Dual Cassette Recorder

## **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 \_\_\_\_\_

The worker Occasionally stands on a flat carpeted surface at her height adjustable workstation for 10 to 30 minutes at a time for less than 1 hour total per day while performing her essential job functions.

**Walking**

Health Care Provider initials if restricted \_\_\_\_\_

The worker Rarely walks on flat carpeted and concrete surfaces for less than 5 minutes at a time and less than 5 minutes total each day to deliver mail one time per day. One time per week the worker may walk for 2 minutes on flat carpeted and concrete surfaces to retrieve a new box of tapes from the supply room.

**Sitting**

Health Care Provider initials if restricted \_\_\_\_\_

The worker sits Continuously in an ergonomic adjustable chair up to 2 hours at a time and up to 7 hours total per shift while working at a computer and recording cassette tapes.

**Bending neck down**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally bend neck down when writing a few minutes at a time for up to 30 minutes total per shift.

**Bending/Stooping/Squatting**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely to Occasionally Bend / Stoop / Squat for less than 10 seconds at a time, 1 time per week to retrieve supplies from lower shelves of supply closet.

**Reaching at waist to shoulder height**

Health Care Provider initials if restricted \_\_\_\_\_

The worker reaches Frequently to Continuously from waist to chest while making new tapes and while using a computer mouse for less than 20 seconds at a time, throughout the shift. A slight extended reach is used when typing on the keyboard for less than a minute at a time each time a new tape is made.

**Reaching at floor to knee height**

Health Care Provider initials if restricted \_\_\_\_\_

The worker Rarely reaches below knee level for less than 10 seconds at a time, one time per week to retrieve boxes of new tapes from lower shelves of supply closet.

**Lifting 1-10 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

The worker occasionally lifts papers and tapes weighing less than 1# for less than a minute a time and up to 3 hours total per shift. One time per day for less than 5 minutes at a time, the worker lifts and carries envelopes containing tapes and documents to the an outgoing mail box.

**Carrying 1-10 pounds**

One time per day for less than 5 minutes at a time, the worker lifts and carries envelopes containing tapes and documents weighing 2 to 5lbs to the an outgoing mail box approximately 50 yards from her workstation.

**Lifting 11-20 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

The worker Rarely lifts a box of new blank cassette tapes weighing up to 15#s one time per week when retrieving new supplies are needed.

**Carrying 11-20 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Worker Rarely carries a 15# box of new cassette tapes for less than 3 minutes at a time one time per week when retrieving new tapes.

**Pushing and Pulling**

Health Care Provider initials if restricted \_\_\_\_\_

The worker pushes buttons on the tape deck simultaneously with her right and left index fingers to record or stop recording. Buttons would be pushed approximately 150 times if there are total calls recorded.

**Handling**

Health Care Provider initials if restricted \_\_\_\_\_

The worker Occasionally to Frequently handles papers and cassette tapes for a few seconds to less than a minute at a time.

**Fingering**

Health Care Provider initials if restricted \_\_\_\_\_

The worker pushes buttons on a Sony Tape Deck periodically throughout her shift on an Occasional basis for a few seconds at a time throughout the work shift.

**Keyboarding / Mouse Work**

The worker uses a keyboard for less than a minute at a time on an Occasional basis throughout the work shift to type in Date, Time and Channel on STANCIL to retrieve the 911 recordings (done for each new tape created). A computer mouse is also used on an occasional basis for a few minutes at a time throughout the work shift to navigate the Stancil Computer System.

**Talking**

Health Care Provider initials if restricted \_\_\_\_\_

The worker talks on an Occasional basis for 10 to 30 seconds at a time when recording statements onto a cassette tape using a tape deck.

**Hearing**

Health Care Provider initials if restricted \_\_\_\_\_

The worker listens to 911 recordings on a Continuous basis for a few seconds to 45+ minutes or more at a time (911 tapes average 3-5 minutes in length) and for 2-3 hours per shift.

**Seeing**

Health Care Provider initials if restricted \_\_\_\_\_

The worker alternates reading paperwork, a computer screen and presses buttons on a tape deck on a Continuous basis throughout her entire work shift.

**POTENTIAL MODIFICATIONS TO JOB**

**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

\* Revised 05/16/08 by J. Best

**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