

Job Analysis Form

Alternate Format Available



King County

SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

Physical Required: General physical, Diabetes, BP, Vision, and Back strength and lifting.

PATIENT NAME: _____ JOB TITLE: Technical Information Processing Specialist

DEPARTMENT: Sheriff WORK SCHEDULE: 7:30pm-4:00pm

JOB DESCRIPTION: Provides overall clerical and administrative support to the Fire Investigation Unit (FIU).

WORK ENVIRONMENT: Work takes place in an office environment, sometimes specifically in the evidence processing room, in which the employee is occasionally exposed to toxic odors coming from certain pieces of evidence.

ESSENTIAL FUNCTIONS: Format and revise draft correspondence. Format documents using MS Word and Excel. Prepare presentations using MS Power Point. Provide technical assistance and/or train co-workers regarding appropriate computer applications and procedures. Perform specialized and complex software/program applications that require doing multiple tasks with speed and accuracy. Maintain a file system to facilitate filing and retrieval. Develop tools and templates. Transcribe very confidential statements from suspects/victims/witnesses. Order and maintain supply for the unit. Compose, edit and analyze reports and other documents. Answer telephone, take and deliver messages and refer calls to proper person. Perform moderate to complex spreadsheets with numeral calculations and formulas. Research and analyze specific assignments and prepare written reports of research findings as directed by supervisor (i.e. FIU reports from MS/Access database). Perform complex queries on MS/Access. Design and modify programs or applications using the MS/Access database.

***Continued on next page.

PHYSICAL DEMAND	HRS PER SHIFT
Standing	1
Walking <input type="checkbox"/> uneven terrain	1
Sitting	7
Climbing stairs	1
Climbing	0
Balancing	0
Bending/Stooping	1
Kneeling	30 minutes
Crouching	0
Crawling	30 minutes
Foot controls	7
Reaching above shoulders	1
Reaching waist-shoulder	1

PHYSICAL DEMAND	HRS PER SHIFT
Reaching knee-waist	1
Reaching floor-knee	1
Lifting/Carrying 1-10#	1
Lifting/Carrying 11-20#	1
Lifting/Carrying 21-50#	1
Lifting/Carrying 51-100#	0
Lifting/Carrying 100+#	0
Handling	1
Hand Controls	1
Fingering <input checked="" type="checkbox"/> keyboarding	7
Vision to assure safety of others	0
Hearing to assure safety of others	0
Other – Transcribing	7

Exposures:

- Outside weather
 Non-weather related temp below 55°
 Non-weather related temp above 75°
 Humidity/dampness
 Moving mechanical parts
 Exposed high places
 Vibration
 Toxic or caustic chemicals
 Confined spaces
 Wet Gasses
 Fumes Odors
 Dusts Mists
 Radiation Explosives
 Noise Level About 50
decibels (large office environment)
 Other _____

Special Requirements:

- CDL Respirator use

I have reviewed the following Job Analysis for the above-named employee.

Physician's Signature

Date