

Job Analysis Form

ALTERNATE FORMAT AVAILABLE



SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

PATIENT NAME: _____ JOB TITLE: Administrative Specialist II (Medical Examiner)

DEPARTMENT: Public Health WORK SCHEDULE: 40/week

JOB DESCRIPTION: Prepares, types, word processes, stores, and releases case materials such as autopsy reports and death certificates. Performs customer service duties electronically or in person. Performs administrative support duties such as ordering, tracking bills, payroll duties.

WORK ENVIRONMENT: Office with some field.

ESSENTIAL FUNCTIONS: Performs production-level medical transcription work in typing autopsy reports using transcription equipment and personal computer. Prepare Death Certificates. Clearing death certificates. Interpret State statutes and King County policies regarding release of public and confidential Medical Examiner records. Photocopy documents for release to family, law enforcement, medical and legal personnel. Create and electronically store Medical Examiner Statements. Answer telephone calls and respond or refer call as appropriate. Provide in-person reception work, greeting clients at the reception window Release personal property, suicide notes, and evidentiary materials to next-of-kin or representative. File confidential and private Medical Examiner documents. Administrative functions such as ordering, tracking bills, daily deposits and payroll duties. Provide back up to Program Manager III regarding preparation and release of case materials. Perform data entry as needed. Enter timesheets every two week period for payroll. Coordinate the petty cash fund. Provide conference room scheduling. Coordinate the library functions at the Medical Examiner's Office. Assist investigators in the field. Release bodies to funeral home staff. Other duties as assigned

PHYSICAL DEMAND	HRS PER SHIFT	PHYSICAL DEMAND	HRS PER SHIFT
Standing	3 – 4 hours	Reaching knee-waist	0 – 1 hour
Walking <input checked="" type="checkbox"/> uneven terrain	0 – 20 minutes	Reaching floor-knee	0 – 1 hour
Sitting	4 – 5 hours	Lifting/Carrying 1-10#	1 – 2 hours
Climbing stairs	10 – 20 minutes	Lifting/Carrying 11-20#	0 – 30 minutes
Climbing <u>truck/van</u>	0 – 5 minutes	Lifting/Carrying 21-50#	0 – 30 minutes
Balancing	1 – 2 hours	Lifting/Carrying 51-100#	0 – 10 minutes
Bending/Stooping	20 min – 1 hour	Lifting/Carrying 100+#	0 – 5 minutes
Kneeling	0 – 20 minutes	Handling	3 – 7 hours
Crouching	0 – 10 minutes	Hand Controls	2 – 3 hours
Crawling	0	Fingering <input checked="" type="checkbox"/> keyboarding	4 – 7 hours
Foot controls	3 – 4 hours	Vision to assure safety of others	0 – 4 hours
Reaching above shoulders	1 – 2 hours	Hearing to assure safety of others	0 – 4 hours
Reaching waist-shoulder	2 – 4 hours	Other	

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 90 DBL

Other _____

Special Requirements:

CDL Respirator use

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

Physician's Signature

Date