

EMPLOYEE:

CLAIM #



## Job Analysis Form

ALTERNATE FORMAT AVAILABLE

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**JOB TITLE** Personal Recognizance Investigator

**JOB CLASSIFICATION** Personal Recognizance Investigator

**DICTIONARY OF OCCUPATIONAL TITLES (DOT) NUMBER** 195.367-026

**DOT TITLE** Pre-parole-Counseling Aide

**DEPARTMENT** Adult and Juvenile Detention

**DIVISION** Community Corrections

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 4 PT, 15 FTE

**CONTACT'S NAME & TITLE** Ron Kintner, Corrections Program Supervisor

**CONTACT'S PHONE** 206-205-1370

### ADDRESS OF WORKSITE

Employees work within a secure jail setting and may be assigned to either the King County Correctional Facility in Downtown Seattle OR the Regional Justice Center in Kent. Employees must be able to work at either the Seattle or Kent facilities. Assignments are subject to the staffing needs of the department and collective bargaining unit bid processes.

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 1/22/08

**VRC NAME** Jeff Casem

**DATE REVISED** 8/14/09

### WORK HOURS

This is a 40-hour work week, overtime eligible position. Facilities are operational 24 hours per day, seven days per week. Employees must be able to work a schedule that includes evenings, weekends and holidays and may be subject to mandatory overtime. Work schedule is subject to staffing needs of the department and collective bargaining unit bid process. The employee works either an 8 or 10 hour shift, based on the collective bargaining unit bid process.

**OVERTIME** (Note: Overtime requirements may change at the employer's discretion)

Required, on a rare occasion in accordance with business demand.

### JOB DESCRIPTION

Work is performed in the Intake Services Section of the Department of Adult and Juvenile Detention and employees are responsible for interviewing persons newly booked into the jail In order to obtain information that is used to make pre-trial release decisions. The information may be used by staff to make immediate release decisions, or by the court when determining release eligibility at the time of an initial court appearance. Staff provided information is also used by the court for decisions regarding bail, and when evaluating for program eligibility. Duties include contacting references, victims and

agencies. Approximately 1-2 hour per day is performed directly interacting with defendants, 4-6 hours per day performing computer duties and 2-3 hour per day talking on the telephone.

### **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**

A bachelor's degree with major coursework in criminal justice, social or behavioral sciences, or any equivalent combination of education and direct experience conducting intake interviews, screening, and/or assessing individuals. Most competitive candidates will possess a minimum of one year direct experience conducting intake interviews, screening, and/or completing client assessments. Must have the ability to thoroughly learn and understand emergency response procedures within the jail.

### **ESSENTIAL FUNCTIONS**

1. Interview persons who have been booked into the King County Correctional Facility (KCCF) or Regional Justice Center (RJC) for misdemeanor and felony offenses.
2. Interview defendants, families and crime victims, gathering and verifying information and making basic determinations regarding drug and alcohol abuse or mental illness.
3. Investigates criminal history and personal circumstances affecting defendants' status.
4. Provides interview report to the court including narrative information
5. Advising and providing information to offenders on PR release, court appearance dates, bail and bond amounts, other pending court matters, community based programming options such as shelters
6. Conducts a comprehensive conviction and booking history review and determines immediate release eligibility and provides release information to both the court and defendant.
7. Schedules court appearances and as required, appear and present written and verbal reports to the courts.
8. Attends meetings and trainings.
9. Participate in staff development activities and backfill co-workers positions in their absence.
10. Contact references, victims, court personnel, probation/parole officers and/or law enforcement personnel to obtain information.
11. Utilize computer systems to input interview data, perform criminal record checks, and access other information systems.
12. Evaluate data from multiple sources in order to make appropriate, objective release determinations.
13. Write clear and concise reports.
14. Maintain accurate records.
15. May backfill for court calendars as needed.
16. Identify and refer special situations to appropriate staff.

17. Respond to questions/concerns from the public, courts, attorneys, agencies, and other department staff.
18. Complete other assignments as needed within area and scope of responsibilities.
19. Employee may be called upon to testify in court in regard to the information obtained from the inmate or related research performed.

### **OTHER TOOLS & EQUIPMENT USED**

Computer, Telephone fax machine, copy machine, pen, pencil, forms etc. The employee uses various software applications including, but not limited to:

AFIS (Automated Fingerprint Identification System) Information

SIP (Subject In Progress) Information

JIS (Judicial Information System)

SCOMIS (Superior Court Management Information System)

MCIS (Municipal Court Information System)

OBTS (Offender Based Tracking System)

NCIC III (National Criminal Information Center)

ECR (Electronic Court Records)

PROMIS (Prosecutor's Office Information System)

### **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)

### **This job is classified as**

Light—exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly. A job is light if involves less than or up to the indicated pounds of force and one or more of the following apply; walking and standing to a significant degree, sitting and pushing/pulling of arm or leg controls, or constant pushing and pulling to maintain a production rate even when weight is negligible.

#### **Standing**

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

Occasionally on flat cement or concrete surfaces for up to 5-20 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while conducting interviews. The employee can choose to sit or stand when conducting interviews.

#### **Walking**

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

Occasionally on flat cement surfaces for distances of up to ¼ mile (at RJC) for up to 5 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while traversing within the jail in order to conduct interviews.

#### **Sitting**

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

Continuously on an office chair, stool or jail chair for up to 2 hours at a time for up to 7 hours total in a work shift. Most commonly occurs while conducting interviews and completing computer research.

**Climbing stairs**

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

Occasionally for up to 30 seconds at a time while climbing approximately 30 steps for up to 10 times (round trip) total in a work shift. Most commonly occurs while traversing between floors in the housing wing. Half of the inmates are upstairs; employee should interview 12-14 inmates per day minimum; however this vary based upon business demand.

**Balancing**

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

Rarely on wet cement for up to 2 minutes at a time for up to 5 minutes total in a work shift. Most commonly occurs while traversing in the tower or on recently mopped floors.

**Bending neck up**

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

Occasionally for up to 2 minutes at a time for up to 20 min total in a work shift. Most commonly occurs while listening to interviewee through the pass through or when looking for items on upper shelves. The employee can avoid conversing through pass-through for safety measure.

**Bending neck down**

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

Continuously & Highly Repetitive for up to 20 minutes at a time for up to 7 hours total in a work shift. Most commonly occurs while reading, writing, completing forms (on clip board) and reviewing documents.

**Bending/Stooping**

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

Occasionally for up to 2 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while listening to interviewee through the pass through as well as when reaching for items in lower drawers or on low shelves. The employee can avoid conversing through pass-through for safety measure.

**Squatting**

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

Occasionally for up to 2 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while listening to interviewee through the pass through as well as when reaching for items in lower drawers or on low shelves. The employee can avoid conversing through pass-through for safety measure.

**Reaching above shoulder height**

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

Rarely for up to 30 seconds at a time for up to 5 minutes total in a work shift while utilizing overhead shelves.

**Reaching at waist to shoulder height**

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

Continuously & Highly Repetitive for up to 1 hour at a time for up to 7 hours total in a work shift while opening/closing doors, reading writing, using computer, filling out forms and writing on a clipboard.

**Reaching at knee to waist height**

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

Rarely for up to 30 seconds at a time for up to 5 minutes total in a work shift while opening and closing file drawers as well as adding paper to the copy machine.

**Reaching at floor to knee height**

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

Rarely for up to 30 seconds at a time for up to 5 minutes total in a work shift while opening and closing file drawers as well as adding paper to the copy machine.

**Lifting 1-10 pounds**

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

Occasionally for up to 2 minutes at a time for up to 10 minutes total in a work shift. Most commonly occurs with weights of 5-7 pounds while manipulating files, ream of paper, binders and resource materials. New employees will lift reference materials and binders far more often than seasoned veterans.

**Carrying 1-10 pounds**

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

Rarely for distances of up to 50 feet for up to 5 minutes total in a work shift. Most commonly occurs with weights of 5-7 pounds while transporting files, ream of paper, binders and resource materials. New employees will lift use materials and binders far more often than seasoned veterans.

**Pushing and Pulling**

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

Occasionally for up to 10 seconds at a time with a force of up to 17 pounds for up to 10 minutes total in a work shift while opening/closing doors (up to 17 pounds) and drawers (up to 7 pounds) as well as adding paper to the copy machine (5 pounds).

**Handling**

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

Occasionally for up to 5 minutes at a time for up to 1 hour total in a work shift while opening/closing doors, manipulating reference materials and pulling multiple packets for inmates.

**Operating Controls with Hands**

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

Occasionally for up to 5 minutes at a time for up to 2 hours total in a work shift while operating a computer mouse.

**Fingering**

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

Continuously & Highly Repetitive for up to 1 hour at a time for up to 8.5 hours total in a work shift while typing, writing and manipulating documents/forms.

**Talking**

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

Frequently & Highly Repetitive for up to 1 hour at a time for up to 6 hours total in a work shift while interviewing inmates, conversing with persons on the telephone and extracting information from all related parties.

**Hearing**

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

Continuously Frequently Occasionally Rarely & Highly Repetitive at a time for up to total in a work shift while interviewing inmates, conversing with persons on the telephone and extracting information from all related parties. Hearing is also needed to identify potential hazards and the work is performed with direct interaction with inmates.

**Seeing**

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

Continuously for the entire work shift while exposed to potentially violent, intoxicated, mentally ill, high security, manipulative and/or hostile inmates as well as identifying potential dangers. The employee also identifies/reports potential security issues/violations of the facility. Vision is needed to identify potential hazards as the work is performed with direct interaction with inmates.

**Working with Heightened Awareness**

Health Care Provider initials if restricted

Continuously for the entire work shift while exposed to potentially violent, intoxicated, mentally ill, high security, manipulative and/or hostile inmates as well as identifying potential dangers. The employee also identifies/reports potential security issues/violations of the facility. Vision is needed to identify potential hazards as the work is performed with direct interaction with inmates.

**ENVIRONMENTAL FACTORS**

Work is performed in an office as well as a correctional facility setting with direct interaction with felon and misdemeanor inmates. Worker is exposed to potentially violent, intoxicated, and hostile inmates. Worker can be exposed to bodily fluids and biohazards on an occasional basis.

**The noise level is**

HCP Initials if Restricted

Approximately 40-90 decibels. The noise is caused by inmates.

Work environment may include the following exposure(s):

HCP Initials if Restricted

Non-weather related temperatures above 75 degrees: Rare

Fumes: Occasionally

Odors: Frequently

Moving mechanical parts: Occasionally

Working in high, exposed places: Rare

**POTENTIAL MODIFICATIONS TO JOB**

An elevator can be used to access upper floors if the employee is unable to climb stairs.  
Adjustable desks and chairs are available for use.

## 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.

Kyle Pletz, VRC, Vocational Consultant  
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