

EMPLOYEE:

CLAIM #



## Job Analysis Form

ALTERNATE FORMAT AVAILABLE

**JOB TITLE** Fiscal Specialist III

**JOB CLASSIFICATION** Fiscal Specialist III

**DOT TITLE** Fiscal Clerk

**DOT NUMBER** 216.382-022

**DEPARTMENT** Executive Services

**DIVISION** Finance & Business Operations, Fiscal Management Section

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 4

**CONTACT'S NAME & TITLE** Eric Valdez-Moses, Supervisor of AR and Collection Enforcement

**CONTACT'S PHONE** 206-205-5677

**ADDRESS OF WORKSITE**

400 5<sup>th</sup> Avenue, Suite 620  
Seattle, WA 98104

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 11/15/06

**VRC NAME** Jeff Casem

**DATE REVISED** 8/13/09

**WORK HOURS**

7:00am-4:00pm Monday through Friday, 35 hours per week. Employee has one day off every other week. Two fifteen minute breaks and one 30 minute lunch.

**OVERTIME** (Note: Overtime requirements may change at the employer's discretion)  
None.

**JOB DESCRIPTION**

Perform high-level, technical, administrative, and accounting duties for the collection of debt due to King County.

**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 minimum of two (2) years full time technical and business office experience, including maintaining accurate accounting records.
- Working knowledge of basic accounting principles.
- Experience generating reports (should we specify about the programs used to do this?).
- Demonstrated ability to perform financial, payroll or other financial/numerical work requiring the application of accepted accounting methods, or governmental accounting principles.
- Excellent telephone skills and the ability to work with difficult customers are essential.
- Excellent reading comprehension, reasoning, writing and verbal communication skills.
- Working knowledge in the use of personal computers, Excel, MS Word for Windows, E-mail and the Internet.
- Effective interpersonal skills and the ability to work with minimal supervision and meet deadlines.

## **ESSENTIAL FUNCTIONS**

1. Analyze system generated cash receipts and adjustments for accuracy and integrity.
2. Cross-reference source accounting documents to system output for any discrepancies.
3. Maintain accurate records related to customer and contracted agency accounts.
4. Verify input documents to correct disparities in balancing deposits and distributions; assist in reconciliation of statements; provide technical data relating to unresolved problems to supervisor and other technical professionals.
5. Process returned mail and address changes for AIRS customer's accounts.
6. Perform or assist co-workers in more complex system reconciliations, and help them resolve any inconsistencies between the Accounts Receivable System (AIRS) and the General Ledger (ARMS).
7. Establish and maintain positive work relationships with co-workers, contracted agencies, internal and external customers, and other County personnel.
8. Establish work methods; recommend changes in workload and procedures.
9. Work is performed with considerable independence under the general supervision of the Collection Enforcement Lead and Section Supervisor.
10. (Are there any lead functions associated with this position or is it just a highly specialized and/or technical position?)

## **OTHER TOOLS & EQUIPMENT USED**

Computer, keyboard, 10-key, mouse, printer, telephone, copy machine, calculator, typewriter, rubber stamps, stapler, pen/pencil, envelopes, various documents, mail, invoices and various office supplies.

## **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 tile, carpet or vinyl surfaces for up to 5-10 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while speaking with coworkers and operating the copy machine.

**Walking**

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

Occasionally on tile, carpet or vinyl surfaces for distances of up to 200 feet for up to 5 minutes at a time for up to 2.5 hours total in a work shift. Most commonly occurs while walking within the office to make copies, deliver files and converse with coworkers.

**Sitting**

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

Frequently on an office chair for up to 30 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while talking on the telephone and performing computer duties.

**Bending neck up**

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

Rarely for up to 10 seconds at a time for up to 1 minute total in a work shift. Most commonly occurs while looking for items on upper shelves.

**Bending neck down**

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

Frequently to Continuously and highly repetitive for up to 10 minutes at a time for up to 5-6 hours total in a work shift. Most commonly occurs while reviewing files and documents as well as looking for files in lower drawers or on lower shelves.

**Bending/Stooping**

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

Occasionally on carpeted surfaces for up to 2 minutes at a time for up to 15 minutes in a work shift. Most commonly occurs while retrieving files from low shelves, drawer and cabinets as well as loading paper in to the copy machine and reaching for various office supplies.

**Reaching above shoulder height**

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

Occasionally, on a monthly basis, for up to 1 minute at a time for up to 10 minutes total in a work shift while retrieving files from upper shelves

**Reaching at waist to shoulder height**

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

Frequently to continuously for up to 30 minutes at a time for up to 5-6 hours total in a work shift while manipulating documents, handling payments, manipulating supplies and performing computer work.

**Reaching at knee to waist height**

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

Rare for up to 1 minute at a time for up to 5 minutes total in a work shift while retrieving files, adding paper to the copy machine and manipulating various office supplies in desk drawers.

**Reaching at floor to knee height**

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

Occasionally on carpeted surfaces for up to 2 minutes at a time for up to 15 minutes in a work shift. Most commonly occurs while retrieving files from low shelves, drawer and cabinets as well as loading paper in to the copy machine and reaching for various office supplies.

**Lifting 1-10 pounds**

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

Occasionally for up to 30 seconds at a time for up to 1 minute total (Should this be rare?) in a work shift. Most commonly occurs with weights of 5 pounds while adding paper to the copy machine as well as manipulating files.

**Carrying 1-10 pounds**

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

Occasionally for distances of up to 200 feet for up to 2 minutes at a time for up to 5 minutes total (Should this be rare?) in a work shift. Most commonly occurs with weights of 5 pounds while transporting a ream of paper to the copy machine or transporting files within the office.

**Pushing and Pulling**

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

Rarely with a force of up to 6 pounds for up to 5 seconds at a time and up to 5 minutes total in a work shift while retrieving/replacing files in file cabinets and on shelves as well as when adding paper to the copy machine and the printer. The employee also pushes and pulls when opening drawers and doors.

**Handling**

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. Most commonly occurs while manipulating large files.

**Operating Controls with Hands**

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

Frequently for up to 30 minutes at a time for up to 4.5 hours total in a work shift while operating a computer mouse while using various databases.

**Fingering**

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

Continuously for up to 30 minutes at a time for up to 7 hours total in a work shift while inputting data, using keyboard and 10-key, writing and manipulating documents.

**Talking**

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

Occasionally with co-workers and customers for up to 5 minutes a time for up to 1 hour total in a work shift while conversing with coworkers and customers.

**Hearing**

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

Frequently with co-workers and customers for up to 5 minutes a time for up to 4.5 hours total in a work shift while conversing with project managers and customers as well as reconciling accounts.

**Seeing**

Health Care Provider initials if restricted

Continuously to read for up to 1 hour at a time for up to 7 hours total in a work shift while reading computer screen and written materials.

**ENVIRONMENTAL FACTORS**

Work is performed in an office setting in close proximity to other workers and cubicles. The noise level is quiet. Copy machine and telephone ringers are the loudest noises in the office.

**The noise level is**

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

HCP Initials if Restricted

**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.

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Printed name & title of VRC evaluator

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Signature of VRC evaluator

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Date

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Printed name & title of contact

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Signature of contact

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Date

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Printed name & title of employee

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Signature of employee

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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