

EMPLOYEE:

CLAIM #



## Job Analysis Form

ALTERNATE FORMAT AVAILABLE

**JOB TITLE** Administrative Specialist III

**JOB CLASSIFICATION** Administrative Specialist III

**DICTIONARY OF OCCUPATIONAL TITLES (DOT) NUMBER** 169.167-010

**DOT TITLE** Administrative Assistant

**DEPARTMENT** Natural Resources and Parks

**DIVISION** Solid Waste

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 3

**CONTACT'S NAME & TITLE** Kevin Kiernan, Engineering Services Manager

**CONTACT'S PHONE** 206-296-4419

### ADDRESS OF WORKSITE

201 South Jackson, Suite 701  
Seattle, WA 98104

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 5/9/06

**VRC NAME** Jeff Casem

**DATE REVISED** 6/8/09

### WORK HOURS

8:45am-4:15pm, 35 hours per week. Two fifteen minute breaks and one, half-hour lunch break per day.

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

### JOB DESCRIPTION

Performs specific administrative duties and responsibilities in support of the Engineering Services Section of the Solid Waste Division. Administrative duties include but are not limited to researching and analyzing information, coordinating and implementing technical/specialized work assignments and drafting and preparing written reports and agendas.

### 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**

Ability to prioritize work, basic math, scheduling, maintain supply inventory, written and oral communication tools, customer services, edit documents for proper grammar and formatting, ability to use office equipment such as scanner, label printer, fax, digital camera. Must be proficient in filing and document management including archive submittal and retrieval. Must be proficient in Word, Excel, Outlook, PDF, PowerPoint (little bit), and the Internet. Knowledge of and proficiency with standard office equipment that may include typewriter, personal computer, copier, fax machines, and multi-line telephone. Knowledge of proper English and grammar, usage as well as spelling. Must have customer service and written communication skills. Must have the knowledge and ability to coordinate and order office supplies, perform data entry, and answer a multi-line telephone.

## **ESSENTIAL FUNCTIONS**

1. Process typing requests for the Engineering Services Section (letters, memoranda, reports, contracts, issue papers, budget material, work program forms, and other miscellaneous documents) from written or typed material on a word processor using several software programs. Responsible for proofreading and editing all documents: correct typographical errors, spelling, grammar and punctuation. Checks format and style.
2. Schedules meetings for the Engineering Services Manager (ESM). Assists in budgeting ESM's time (for example, avoids scheduling back to back meetings).
3. Schedules meetings for staff members. Coordinates schedules of attendees. Reserves conference rooms as needed. Confirms meeting date, time and place.
4. Receives callers in person or by phone. Screens callers and refers callers to appropriate staff member or agency. Supplies caller with appropriate information or documents. Takes accurate messages. Handles calls professionally, with tact and discretion.
5. Organizes and maintains Section files, manuals, forms and index following the King County Records Classification. Responsible for archiving files (older than 3 years). Receives files from archive scheduled for destruction. Updates master file list and archives list as needed.
6. Composes letters, memoranda, and other documents for the Section Manager and for the Engineering staff.
7. Prepares electronic supply order form for the Section based on the list of the office supplies needed by Engineering staff. Form is submitted to the Engineering Services Manager for review and approval. Upon delivery, supplies are distributed to staff (for items specifically ordered) and restock supplies in cabinets. Invoice is checked against the items delivered. Approves invoice for payment.
8. Oversees the temporary worker's work load. Meets with the temporary employee to discuss clerical issues, job assignments/projects, problems and/or concerns.
9. Assists ESM and Unit Supervisors with litigation matters-providing documents for discovery review, maintaining confidentiality of documents and information, preparing affidavits accurately and in correct format. Schedules meetings regarding litigation matters.
10. Meets with ESM to discuss matters of importance to the Division and Section. Prepares an agenda prior to meeting.
11. Attends Section staff meetings. Takes minutes of meetings.
12. Attends Administrative Specialists' meetings to discuss clerical issues.
13. Provides front desk coverage while customer service staff attends staff meetings.

14. Processes correspondence control forms after they have been date stamped and copied. Prepares a folder (with a document production routing slip stapled on in) for routing. Places the copy of the CCF in the folder (the original CCF will be placed in the tracking folder). Fills out the appropriate information on the slip and logs information on to the CCF tracker on the computer. The CCF is then submitted for typing/editing. Cleans up the response and submits to the Unit Supervisor and/or ESM for review. If edits are done, a second draft will be prepared. After the ESM has signed off on the cover slip, it will be sent to the CCF folder to the Confidential Secretary (for review by the Division Manager).
15. Maintains and updates Engineering Services Section's personnel files.
16. Picks up incoming mail, delivers of outgoing mail, processes incoming mail (including faxes, processes outgoing documents, sends out reminders for staff meetings, codes documents prior to filing, reserves conference rooms and vehicles. Run errands as needed.
17. Packages documents, envelopes, or boxes for delivery to outside agencies.
18. Delivers and picks up documents from copy center and the print shop.
19. Custodian of Section's digital and regular cameras, laptop, and projector. Responsible for check in and check out of these items.
20. Custodian of Section's 3 vehicles. Coordinates the scheduling, maintenance, and repairs of these vehicles.

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

Equipment used may include a computer, multi-line telephone, printer, copy machine, fax machine, calculator, label maker, scanner, manual date stamper, boxes of records, cart, typewriter, step stool, step ladder, microfiche reader, paper cutter, manual and electric stapler, hole punch, files and documents. Computer software includes Microsoft Word and Excel as well as some PowerPoint. The incumbent also orders office supplies via online catalog.

#### **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**

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\_\_\_\_\_

Frequently to continuously on flat, carpeted, linoleum, cement and tile surfaces for up to 20-30 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while filing, sorting/processing mail, using the fax or copy machine as well as conversing with co-workers. The employee can sit and stand as needed.

### **Walking**

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

Occasionally on flat carpeted, linoleum, tile and cement surfaces for distances of up to 1 block at a time for up to 10 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while traversing between the copy machine, fax machine, workstation, front desk and co-worker's work areas, Graybar Building, print shop and mail room. On a rare occasion the employee may need to walk to another King County building up to 10 blocks away.

### **Sitting**

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

Frequently to continuously on an office chair for up to 30 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while performing computer work, reviewing/editing documents, printing labels, cataloging/preparing archive files and answering the telephone. The employee can sit and stand as needed.

### **Climbing**

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

Rarely on a step stool or step ladder to heights of approximately 2-3 feet for up to 5 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while using a step stool or step ladder to place or remove files and supplies on upper shelves and in upper cabinets.

### **Balancing**

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

Rarely on a step stool or step ladder to heights of approximately 2-3 feet for up to 5 minutes at a time for up to 25 minutes total in a work shift. Most commonly occurs while using a step stool or step ladder to place or remove files and supplies on upper shelves and in upper cabinets.

### **Bending neck up**

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

Rarely to occasionally for up to 3-4 minutes at a time for up to 15-20 minutes total in a work shift. Most commonly occurs while placing or removing files and supplies on upper shelves and in upper cabinets.

### **Bending neck down**

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

Frequently for up to 15 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while processing/sorting mail, utilizing lower file cabinets, reviewing documents on the work surface and using the copy machine.

### **Bending/Stooping**

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

Occasionally on flat carpeted surfaces for up to 10 minutes at a time for up to 30-45 minutes total in a work shift. Most commonly occurs while removing or placing office supplies in supply cabinet and placing and removing files from low drawers as well as when manipulating boxes and files for archive. The employee can reduce bending/stooping by alternating with crouching, kneeling or sitting on a chair/stool.

### **Kneeling**

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

Occasionally on flat carpeted surfaces for up to 10 minutes at a time for up to 30-45 minutes total in a work shift. Most commonly occurs while removing or placing office supplies in supply cabinet and placing and removing files from low drawers. The employee can reduce kneeling by alternating with bending/stooping, kneeling or sitting on a chair/stool.

### **Squatting**

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

Occasionally on flat carpeted surfaces for up to 10 minutes at a time for up to 30-45 minutes total in a work shift. Most commonly occurs while removing or placing office supplies in supply cabinet and placing and removing files from low drawers. The employee can reduce crouching by alternating with kneeling, bending/stooping or sitting on a chair/stool.

### **Reaching above shoulder height**

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

Rare to occasional on flat carpeted surfaces for up to 10 seconds at a time for up to 10 minutes total in a work shift while placing and removing supplies and files out of high file drawers and cabinets as well as distribution of mail in multi-level mail slots and using overhead bins in the work area.

### **Reaching at waist to shoulder height**

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

Continuously for up to 30 minutes at a time for up to 5 hours total in a work shift while performing computer duties, writing, manipulating documents and files, processing/sorting mail, operating copy and machines, placing and removing office supplies and files out of drawers and cabinets.

### **Reaching at knee to waist height**

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

Occasionally for up to 5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while removing or placing office supplies in supply cabinet, sorting/processing mail and placing and removing files from low drawers.

### **Reaching at floor to knee height**

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

Occasionally for up to 5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while removing or placing office supplies in supply cabinet, sorting/processing mail and placing and removing files from low drawers.

### **Lifting 1-10 pounds**

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

Rare for up to 10 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 1-5 pounds while lifting paper for the photocopy machine, files, binders, documents and office supplies. On a rare occasion the employee may need to hold a document or file in an elevator while going to or from the print shop or Graybar building.

### **Carrying 1-10 pounds**

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

Rare to occasionally for distances of up to 160 feet for up to 1-2 minutes at a time for up to 10 minutes total in a work shift. Most commonly occurs with weights of 1-5 pounds while transporting office supplies, documents, binders and mail. On a rare occasion the employee may need to carry documents or binders to another County building up to 10 blocks away. The employee can use a dolly as needed. On some occasions assistance for carrying is available.

**Lifting 11-20 pounds**

Health Care Provider initials if restricted

Rare for up to 10 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 15-20 pounds while manipulating boxes of files and supplies.

**Pushing and Pulling**

Health Care Provider initials if restricted

Occasionally for distances of up to 1 block for up to 10 minutes at a time for up to 30-45 minutes total in a work shift with a pushing/pulling force of up to 7 pounds. Most commonly occurs while transporting office supplies and delivering mail via a wheeled cart as well as when transporting print shop items to and from the Graybar building.

**Handling**

Health Care Provider initials if restricted

Frequently to continuously for up to 5 minutes at a time for up to 3 hours total in a work shift while manipulating files, reams of paper, hole punch, paper cutter, various supplies and documents as well as using the telephone.

**Operating Controls with Hands**

Health Care Provider initials if restricted

Frequently for up to 30 minutes at a time for up to 4 hours in a shift while operating a computer mouse as well as driving a County vehicle to meetings.

**Fingering**

Health Care Provider initials if restricted

Frequently for up to 2.5 hours at a time for up to 6 hours total in a work shift while performing computer duties, writing and manipulating documents. The incumbent also may operate office machines such as a fax machine or copy machine.

**Talking**

Health Care Provider initials if restricted

Frequently for up to 30 minutes at a time for up to 6 hours total in a work shift while conversing with co-workers, providing customer service and answering the telephone as well as conversing with vendors and Payroll.

**Hearing**

Health Care Provider initials if restricted

Frequently for up to 15 minutes at a time for up to 4 hours total in a work shift while conversing with co-workers, providing customer service and answering the telephone as well as conversing with vendors and Payroll.

**Seeing**

Health Care Provider initials if restricted

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while reading documents, inspecting files, reading mail, and looking at computer the screen while typing.

**ENVIRONMENTAL FACTORS**

Work is performed in an office setting close proximity from other workers and cubicles. 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

**Work environment may include the following exposure(s):**

Outside weather: Rare  
Dusts: Rare-Occasional

HCP Initials if Restricted


**POTENTIAL MODIFICATIONS TO JOB**

Adjustable ergonomic chair with lumbar support for increased comfort while sitting for an extended duration.

Use luggage cart to reduce and carrying.

Alternate tasks to reduce static positions.

Workpace break monitoring software to promote alternating between sitting and standing.

Telephone headset to promote proper posture when talking on the telephone.

Electric hole punch and stapler to reduce upper extremity force needed to prepare documents.

Foot rest for proper posture while using the computer.

Alternate sitting and standing as needed. Sit/stand workstation could aid in this.

Electric staple remover to reduce upper extremity force needed to prepare documents.

## 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

---

Printed name & title of employee

---

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