

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 2

CONTACT'S NAME & TITLE Clinton Christine, Supervisor II

CONTACT'S PHONE 206-296-0453

ADDRESS OF WORKSITE

11645 228th Ave. SE
Maple Valley, WA 98038

VRC NAME Kyle Pletz

DATE COMPLETED 11/13/07

VRC NAME Jeff Casem

DATE REVISED 6/22/09

WORK HOURS

Work is performed within core hours of business and vary; 11 hours per day, 4 days per week.

OVERTIME (Note: Overtime requirements may change at the employer's discretion)
Required occasionally, approximately 10 hours per week.

JOB DESCRIPTION

Performs specific administrative duties and responsibilities in support of the Transfer Division of the Solid Waste Division. Administrative duties include but are not limited to scheduling, stocking supplies at transfer stations, 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 (minimal), 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. Perform scheduling for Transfer Station Operators.
2. Perform scheduling Deliver supplies to transfers stations.
3. Provide and/or acquire authoritative program-specific information relating to assigned specialized or technical clerical support services that require interpreting established policies, procedures, codes, regulations and other relevant sources, to internal and/or external customers over the telephone, in writing and/or in person. Some employees may have to deal with sensitive and/or potentially volatile situations.
4. Research and summarize specialized or technical information from varied sources. This may require selecting the most appropriate material and the use of spreadsheets and customized database applications.
5. Organize, oversee, establish and maintain data sources that may include contracts, budgets, payroll, legal documents and/or other records.
6. Distribute work load among other office employees, provide direction and training and monitor the quality and completion of work.
7. Compose, draft, summarize, prepare, proofread and/or edit documents, contracts, ordinances, motions and/or correspondence to ensure these conform to the appropriate use of the English language, specialized terminology and established procedures.
8. Process mail that may require attaching related correspondence or information before forwarding, respond to mail that can be handled personally, identify priority and/or time sensitive matters, and maintain security and confidentiality.
9. Prepare budget and budget revision materials and/or federal or Washington State grant documents according to specific directions; perform financial, payroll or other financial/numeric work requiring the application of accepted bookkeeping or basic accounting methods and applications.
10. Plan work organization; approve leaves; establish work methods; recommend changes in work load and procedures; participate in employee selection process; and provide input on the performance of co-workers.

11. Attend and record public and/or departmental hearings and/or meetings.
12. Represent organization at various functions, including administrative hearings, proceedings, court inquiries, committees and meetings (may vary according to position assignment).
13. Schedule meetings and maintain calendars for supervisor and/or organizational unit/program.

OTHER TOOLS & EQUIPMENT USED

Equipment used may include a computer, multi-line telephone, printer, copy machine, fax machine, calculator, scanner, manual date stamp, boxes of records, cart, stapler, hole punch, files and documents. Computer software includes Microsoft Word and Excel. The incumbent also orders various supplies for transfer stations.

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 to light

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.

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, carpeted, linoleum, tile, slick/wet, asphalt and cement surfaces for up to 5 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs while filing, 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, slick/wet, asphalt and cement surfaces for distances of up to 1 block at a time for up to 10 minutes at a time for up to 1 hour 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. On Wednesdays the employee loads a truck with supplies to deliver to transfer stations.

Sitting

Health Care Provider initials if restricted_____

Continuously on an office chair or automobile seat for up to 2 hours at a time for up to 10 hours total in a work shift. Most commonly occurs while performing computer work, reviewing/editing documents, scheduling, and answering the telephone. The employee can alternate sitting and standing as needed.

Climbing Stairs

Health Care Provider initials if restricted_____

Rarely for up to one flight for up to 5 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs while exiting/entering job trailer as well as traversing transfer stations.

Balancing

Health Care Provider initials if restricted_____

Rarely on a wet/slick surface for up to 2 minutes at a time for up to 5 minutes total in a work shift. Most commonly occurs while traversing within a transfer station.

Bending neck up

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 placing or removing files and supplies on upper shelves and in upper cabinets.

Bending neck down

Health Care Provider initials if restricted_____

Occasionally for up to 10 minutes at a time for up to 1-2 hours total in a work shift. Most commonly occurs while 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 1 minute at a time for up to 15 minutes total in a work shift. Most commonly occurs while removing or placing various supplies on shelves and placing/removing files from low drawers. 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 1 minute at a time for up to 15 minutes total in a work shift. Most commonly occurs while removing or placing various supplies on shelves and placing/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 1 minute at a time for up to 15 minutes total in a work shift. Most commonly occurs while removing or placing various supplies on shelves and placing/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_____

Occasionally on flat carpeted surfaces for up to 10 seconds at a time for up to 15 minutes total in a work shift while placing and removing supplies and files out of high file drawers and cabinets,

opening/closing truck canopy and using overhead bins in the work area. Employees can spend up to 2-3 hours per day on the telephone, which can require reaching above the shoulder if a telephone head set is not used.

Reaching at waist to shoulder height

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 performing computer duties, writing, manipulating documents and files, 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 1 minute at a time for up to 15 minutes total in a work shift. Most commonly occurs while removing or placing supplies in supply cabinet and placing and removing files from low drawers.

Reaching at floor to knee height

Health Care Provider initials if restricted _____

Occasionally for up to 1 minute at a time for up to 15 minutes total in a work shift. Most commonly occurs while removing or placing office supplies on shelves as well as placing and removing files from low drawers.

Lifting 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 30 seconds at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 1-5 pounds while manipulating paper for the photocopy machine, files, fire extinguisher, binders, documents and various supplies such as gloves, broom etc.

Carrying 1-10 pounds

Health Care Provider initials if restricted _____

Rarely for distances of up to 50 feet for up to 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 various supplies, documents, binders and mail. 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 a fire extinguisher or other various supplies.

Pushing and Pulling

Health Care Provider initials if restricted _____

Occasionally for distances of up to 50 feet for up to 30 seconds at a time for up to 5 minutes total in a work shift with a pushing/pulling force of up to 5 pounds when using a cart or opening/closing drawers.

Handling

Health Care Provider initials if restricted _____

Occasionally to Frequently for up to 1.5 hours at a time for up to 2-4 hours total in a work shift while manipulating files, reams of paper, various supplies and documents as well as using the telephone and driving a County truck.

Operating Controls with Hands

Health Care Provider initials if restricted

Occasionally to Frequently for up to 1.5 hours at a time for up to 2-4 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 4-6 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 4 hours total in a work shift while conversing with co-workers, providing customer service and answering the telephone as well as performing scheduling duties.

Hearing

Health Care Provider initials if restricted

Continuously for up to 2.5 hours for up to 10 hours total in a work shift while conversing with co-workers, providing customer service and answering the telephone as well as performing scheduling duties.

Seeing

Health Care Provider initials if restricted

Continuously for up to 2.5 hours at a time for up to 10 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. Employee works at a landfill and transfer station environment where not all potential exposures are identifiable.

The noise level is

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

HCP Initials if Restricted

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Work environment may include the following exposure(s):

Outside weather: Occasional
Dusts: Rare-Occasional
Wet: Rare
Humidity/Dampness: Rare
Fumes: Occasional
Odors: Occasional
Mist: Rare
Gases: Rare
Moving mechanical parts: Occasional
Vibration: Occasional
Toxic or Caustic Chemicals: Rare

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.

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

Copy holder to promote proper posture when performing computer duties.

Ergonomic keyboard.

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.

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