

EMPLOYEE:

CLAIM #



# Job Analysis Form

ALTERNATE FORMAT AVAILABLE

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**JOB TITLE** Administrative Staff Assistant      **JOB CLASSIFICATION** Administrative Staff Assistant

**DOT TITLE** Police Aide      **DOT NUMBER** 243.362-014

**DEPARTMENT** Sheriff      **DIVISION** Criminal Investigations

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

**CONTACT'S NAME & TITLE** Mark Toner, Sergeant

**CONTACT'S PHONE** 206-205-7822

**ADDRESS OF WORKSITE**

401 4<sup>th</sup> Avenue North  
Kent, WA 98032

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 6/9/04

**VRC NAME** Jeff Casem

**DATE REVISED** 5/13/09

**WORK HOURS**

Monday through Friday, 8:00am to 4:30pm.

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

Required, on a rare occasion (few times per year) during emergency situations.

**JOB DESCRIPTION**

The employee works in the Criminal Investigations Division, which handles the missing persons and run away cases. Provides administrative support to the officers within the Major Crimes unit. Duties may include photocopying, performing data entry, researching cases in multiple databases, providing customer service at front window, and answering phones.

**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**

Must have Excellent organizational and time management skills, written and verbal communication skills, as well as experience and knowledge of computer resources. Must have commitment to the goals and core values of the King County Sheriff's Office. Must have the ability to work independently, handle multiple office tasks, prioritize workload and adapt to changes in workload demand. Must have intermediate skills and experience in MS Word and Excel; knowledge of MS Access preferred. Must have a current first aid and CPR certification. Must possess knowledge of proper English grammar, usage and spelling. Must have the ability to maintain confidentiality. Must have the ability to learn missing persons laws and regulations.

## **ESSENTIAL FUNCTIONS**

1. Organizes and maintains missing persons and juvenile runaway files.
2. Types reports, letters and memos utilizing a personal computer, and IRIS (incident reporting and investigation system) software.
3. Conducts interviews in person or via telephone in order to aid in the investigation of missing persons.
4. Answers telephones, greets the public, directs inquiries to other units, and delivers messages. This includes dealing with difficult people and sensitive situations, as well as maintaining strict confidentiality.
5. Participates in the identification of unidentified deceased persons via database research and the obtaining of dental records.
6. Inputs data and maintains a database system using various computer programs. Data input may be performed while talking on the phone with family members of a missing person.
7. Provides administrative support to various projects.
8. Researches and summarizes specialized information from a variety of sources.
9. Performs other administrative duties as assigned.
10. Assists the Criminal Investigations Division in basic receptionist duties, including filling in at the front counter.

## **NON-ESSENTIAL FUNCTIONS**

1. Assisting with the ordering and delivering of office supplies.
2. Attending training session regarding missing persons legislation in Olympia once or twice per year.
3. Performing transcription.

## **OTHER TOOLS & EQUIPMENT USED**

Computer, telephone, stapler, staple remover, copy machine, fax machine, transcription machine, headset, case books, rubber stamps and pen/pencil.

## **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 flat carpeted surfaces for up to 30 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while using copy machine or fax machine as well as utilizing a counter work surface. The employee can alternate sitting, walking and standing as needed in most situations.

**Walking**

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

Occasionally on flat carpeted surfaces for distances of up to 60 feet for up to 3 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while walking between the workstation, photocopy machine, library and fax machine. The employee can alternate sitting, walking and standing as needed in most situations.

**Sitting**

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

Continuously on an office chair for up to 2 hours at a time for up to 7.5 hours total in a work shift. Most commonly occurs while performing computer duties, manipulating documents, filing and answering the telephone. The employee can alternate sitting, walking and standing as needed in most situations.

**Climbing stairs**

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

Rare for up to one flight at a time for up to 20 seconds at a time for up to 40 seconds total in a work shift while walking to or from the parking lot.

**Bending neck up**

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

Occasionally for up to 30 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs while sitting and talking to co-workers or customers who are standing.

**Bending neck down**

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

Frequently for up to 10 minutes at a time for up to 4.5 hours total in a work shift. Most commonly occurs while performing data entry and reviewing documents.

**Bending/Stooping**

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

Rare on flat carpeted surfaces for up to 5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while filing, removing a ream of paper out of a cabinet, replacing a toner cartridge and removing or placing office supplies in supply cabinet. Employee can reduce bending/stooping by alternating with crouching or kneeling.

**Kneeling**

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

Rare on flat surfaces for up to 5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while filing, replacing a toner cartridge, removing a ream of paper out of a cabinet and removing or placing office supplies in supply cabinet. Employee can reduce kneeling by alternating with crouching or bending/stooping.

**Squatting**

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

Rare on flat surfaces for up to 5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while filing, replacing a toner cartridge removing a ream of paper out of a cabinet and removing or placing office supplies in supply cabinet. Employee can reduce crouching by alternating with kneeling or bending/stooping.

**Operating Controls with Feet**

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

Rare for up to 1 hour at a time for up to 1 hour total in a work shift while operating transcription machine on emergency basis. The amount varies upon business demand and can be as much as 7.5 hours in a shift on an extremely rare occasion.

**Reaching above shoulder height**

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

Rarely for up to 5 seconds at a time for up to 5 minutes total in a work shift while filing, utilizing overhead bins, filing and placing documents in mailboxes of co-workers.

**Reaching at waist to shoulder height**

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

Continuously and highly repetitive for up to 2 hours at a time for up to 7.5 hours total in a work shift. Most commonly occurs while performing computer duties, using the fax machine, manipulating documents, filing and answering the telephone.

**Reaching at knee to waist height**

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

Rare for up to 30 seconds at a time for up to 5 minutes total in a work shift while loading a ream of paper in to the copy machine and filing.

**Reaching at floor to knee height**

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

Rare on flat surfaces for up to 5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while filing, replacing a toner cartridge, removing a ream of paper out of a cabinet and removing or placing office supplies in supply cabinet.

**Lifting 1-10 pounds**

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

Occasionally for up to 1 minute at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 2-5 pounds while lifting one ream of paper for the photocopy machine as well as manipulating files, case books and documents.

**Carrying 1-10- pounds**

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

Occasionally for distances of up to 60 feet for up to 2 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 2-5 pounds while carrying one ream of paper for photocopy machine or delivering files, documents and other items to and from the library.

**Pushing and Pulling**

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

Rarely for up to 5 seconds at a time with a force of 2-3 pounds for up to 5 minutes total in a work shift while opening and closing file drawers as well as when moving the keyboard tray.

**Handling**

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

Occasionally for up to 2 minutes at a time for up to 1 hour total in a work shift while sorting through papers as well as manipulating files, case books and documents.

**Operating Controls with Hands**

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

Occasionally for up to 2 minutes at a time for up to 2 hours total in a work shift while using a track ball.

**Fingering**

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

Continuously and highly repetitive for up to 2 hours at a time for up to 7.5 hours total in a work shift while writing, using a computer keyboard and manipulating a trackball as well as manipulating files and documents.

**Talking**

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

Frequently for up to 45 minutes at a time for up to 6 hours total in a work shift while conversing with officers about work assignments, providing customer service at the front desk and answering the telephone.

**Hearing**

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

Frequently for up to 45 minutes at a time for up to 7.5 hours total in a work shift while conversing with officers about work assignments, providing customer service at the front desk and answering the telephone.

**Seeing**

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

Continuously for 2.5 hours at a time for up to 7.5 hours total in a work shift while reading information on documents, files and computer screen.

**ENVIRONMENTAL FACTORS**

Work is performed in an office setting with close proximity of other workers. On occasion the employee may perform interviews in the lobby area or in a conference room with a potentially hostile or angry person. The employee can be exposed to the general public on an occasional basis. Copy machine and telephone ringers are the loudest noises in the office.

**The noise level is**

Approximately 40-50 decibels. The noise is caused by office sounds.

HCP Initials if Restricted

\_\_\_\_\_

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

- Fumes: Rare
- Odors: Rare
- Dusts: Occasionally
- Confined spaces

HCP Initials if Restricted

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**POTENTIAL MODIFICATIONS TO JOB**

Ergonomic keyboard.

Document holder.

Workpace software to monitor key strokes and ensure proper micro-pauses.

Voice recognition software (if compatible with IRIS software) to reduce fingering.

Ergonomic/wide gel pen (Dr. Grip or PhD) to provide additional comfort and reduce pressure while writing.

Track ball to allow for added comfort and whole hand movement to reduce fingering.

Electric stapler.

Electric 3-hole punch.

Rubber stamps to reduce writing.

**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

